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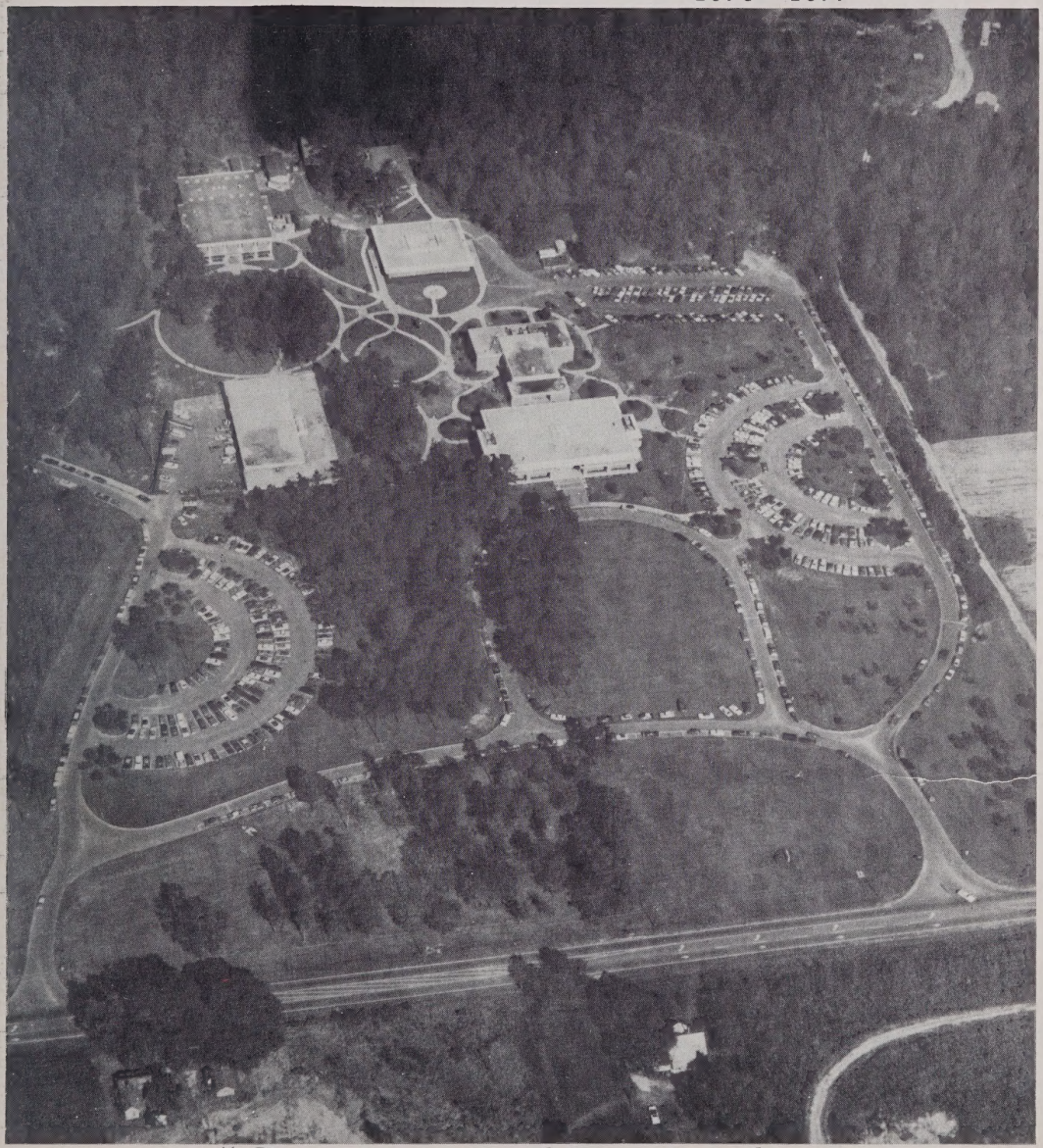
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Southeastern Community College

BULLETIN

1976 - 1977



"Providing quality education for Southeastern North Carolina"

CONTACT US AT: 642-7141

ACADEMIC CALENDAR
1976 - 77

August 19, 1976	Thursday	End of Summer Session
	FALL QUARTER 1976 (55 Days)	
August 31-Sept. 1	Tues. - Wed.	Orientation & Advisement
September 2	Thursday	Registration - Returning Students
September 3	Friday	Registration - New Students
September 7	Tuesday	Classes Begin
September 10	Friday	Last Day to Register or add Classes
October 12	Tuesday	Mid-term (last day to drop classes)
November 22	Monday	End of Quarter
	WINTER QUARTER 1976-77 (55 Days)	
November 30	Tuesday	Registration
December 1	Wednesday	Classes Begin
December 6	Monday	Last Day to Register or Add Classes
December 21	Tuesday	Christmas Recess Begins 10:00 p.m.
January 4, 1977	Tuesday	Classes Resume
January 19	Wednesday	Mid-term (Last Day to Drop Classes)
February 28	Monday	End of Quarter
	SPRING QUARTER 1977 (55 Days)	
March 7	Monday	Registration
March 8	Tuesday	Classes Begin
March 14	Monday	Last Day to Register or Add Classes
April 8-11	Fri. - Mon.	Easter Holidays
April 15	Friday	Mid-term (Last Day to Drop Classes)
May 25	Wednesday	End of Quarter
May 29	Sunday	Graduation
	SUMMER QUARTER 1977 (55 Days)	
June 1	Wednesday	Registration for Full & First Session
June 2	Thursday	Classes Begin
July 4	Monday	Independence Holiday
July 11	Monday	End of First Session
July 12	Tuesday	Registration-Second Summer Session
July 13	Wednesday	Classes Begin, Second Summer Session
August 18	Thursday	End of Summer Session

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Return to SCC,

P. O. Box 151, Whiteville, N. C. 28472

INFORMATION REQUEST

Please send me additional information on the following checked programs:

1) _____ College Parallel
2) _____ Occupational Programs
3) _____ Adult Basic Education
4) _____ Adult High School Completion
5) _____ Adult Education (Continuing Education)

PERSONAL DATA

Social Security Number _____

Date of Birth _____

High School Graduate? _____ YES; _____ NO

Attended any other school or college? _____ YES; _____ NO

Please print:

Name: _____

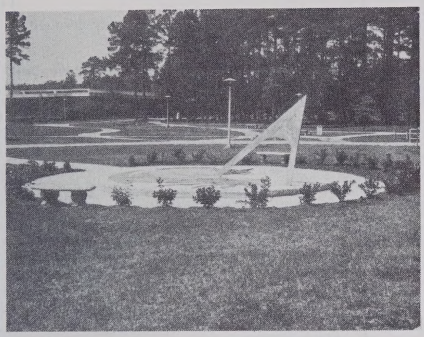
Address: _____

_____

Telephone: (home) _____; (other) _____)

The applicant who is NOT a high school graduate may be admitted as a special student in occupational programs provided he/she can demonstrate sufficient experience and ability.

Who Is SCC ?



It is because of you and for you, the people of our service area, that Southeastern Community College exists; therefore, who and what Southeastern Community College is depends on WHO you are and what your needs are.

Southeastern Community College was authorized by the North Carolina Assembly under Chapter 115A. General Statutes of North Carolina to serve mainly the counties of Columbus, Bladen, Robeson, Brunswick, and Pender. In the words of Dallas Herring, Chairman of the State Board of Education,

. . . the doors of the institutions in North Carolina's community college system must never be closed to anyone who can learn what we teach. We must take the people where they are and carry them as far as they can go within the assigned functions of the system.

Southeastern Community College enthusiastically supports the open door policy as defined by Dr. Herring. If you are 18 years of age or older and think you may need Southeastern Community College, chances are Southeastern needs you!

Through this newspaper version of our college BULLETIN, we hope to clarify for you how we can serve you! Hold on to this section of the paper for future reference.

ADMISSIONS

SCC has revised the admissions process so that prospective students must complete a minimum of paperwork and-or make a minimum of trips to the campus. Interested persons should request an application by mail or telephone (642-7141 Ext. 25) or by visiting the campus. Information required in addition to the application form is listed on the application form (additional requirements and admissions criteria for prospective nursing students are available upon request). An individual who is not a high school graduate may be admitted as a special student in occupational programs provided he or she can demonstrate sufficient experience and ability.

STUDENT FINANCIAL AID AND VETERAN'S AFFAIRS

The Student Financial Aid Office has a variety of assistance programs available to qualifying students. Assistance comes in the form of work, scholarships or loans, or a combination of such. Students interested may obtain further information and application materials from the Student Financial Aid Office, M 224. Telephone 642-7141, extension 46.

Veterans and - or their dependents may apply for veteran's educational assistance programs through the Veteran's Affairs Office, M 224. Telephone 642-7141, extension 46.

WHAT CAN SCC OFFER YOU?

College Parallel Programs which entail two years of course work acceptable for transfer with an associate degree to a four-year college or university.

Occupational Programs of one and two years designed to prepare you for immediate employment in specific vocational and technical fields with a diploma or associate degree.

An **adult basic education** program offered in a mature self-study format to those who want to complete the elementary portion of their education (grades 1-8).

An **adult high school** completion program for adults desiring to earn a high school diploma.

An **adult education** (continuing education) program offering high interest recreational, vocational and academic programs for adults who desire to improve themselves through acquiring a new skill or through acquiring some new information. These courses and programs have ranged from flower arranging to typewriting to upholstering. This program is flexible and depends on your telling us what you want to learn and the availability of trained persons to teach.



Southeastern Community College does not discriminate on the basis of sex in the educational programs or activities which it operates. SCC is subject to the requirements of Title IX of the Educational Amendments of 1972 Prohibiting Sex Discrimination in Education, as interpreted and administered by the Department of Health, Education and Welfare. The requirements not to discriminate in educational programs and activities extend to employment in and admission to the College. Inquiries concerning the application of Title IX with regard to SCC may be referred to: Dr. Dan W. Moore, Dean for Student Development, Southeastern Community College, Whiteville, NC. Dr. Moore's telephone number is (919) 642-7141, Ext. 34.

"SCC is an equal opportunity/affirmative action employer."

Hard Facts

College Credit Hours

College Credit Hours or (Credits) are earned by students when they spend hours learning a skill such as welding or an academic body of knowledge such as English literature or political science. Courses for which credit hours or credits are given toward a degree or diploma are called CREDIT COURSES.

At SCC credit hours or credits are placed on each CREDIT subject. The number of credit hours is determined by the number of lecture, laboratory, or field experience hours determined necessary for each course.

SCC is on a **Quarter System.** Credit courses at SCC run for 11 weeks which is equivalent to a quarter. There is a fall, winter, spring, and summer quarter.

CREDIT HOUR EXPLANATION

Example 1. In a three credit hour course at SCC, a student may be in class for three 50 minute periods or two 75 minute periods a week for a quarter.

John Doe's Math Class Schedule

Monday	Tuesday	Wed.	Thurs.	Fri.
8:30-9:20		8:30-9:20		8:30-9:20

50 minutes 50 minutes 50 minutes

or

Jane Doe's History Class Schedule

Mon.	Tues.	Wed.	Thurs.	Fri.
	10:00-11:15		10:00-11:15	

75 minutes 75 minutes

Example 2. In another three credit hour course a student may be in a course for 150 minutes once a week.

Joe Doe's Business Class Schedule

Mon.	Tues.	Wed.	Thurs.	Fri.
7:00 p.m.-9:45 p.m.				



STUDENT COURSE LOAD

The normal course load for a full-time freshman student is 15-18 credit hours. A student (freshman or sophomore) desiring to take more than 18 hours must obtain written permission from the dean of his program of study.

SCHEDULE CHANGES

At the beginning of every quarter there is a designated period for students to drop or add courses. The time period for such changes appears in the calendar of events (page 2).

SCHEDULING OF COURSES

Generally, the college is open from 8:30 a.m. to 10:00 p.m. Monday through Thursday and till 5:00 on Friday. Courses are scheduled throughout this period. It cannot be guaranteed that all full time students can limit their schedules to daytime classes. To complete a normal course load, students may have to register for one or more afternoon or evening courses some quarters.

STUDENT CLASSIFICATION

FULL-TIME STUDENT — a student enrolled for 12 or more credit hours per quarter.

PART-TIME STUDENT — a student enrolled for less than 12 credit hours per quarter.

FRESHMAN — a student who has accumulated throughout a number of quarters, less than 45 credit hours.

SOPHOMORE — a student who has accumulated through several quarters more than 45 credit hours but less than 96 credit hours.

SPECIAL STUDENT — a student who has not completed all requirements as a regular student and is now working toward a degree, but wants to take individual credit courses. After 15 credit hours are accumulated, the student should then apply for admission as a regular student.

TUITION

Tuition is paid by each student when he-she registers for a course or courses at the beginning of each quarter.

Tuition is based on the number of CREDIT HOURS for which the student is registered.

ALL IN-STATE students pay each quarter $2.75 per credit hour up to a maximum of $33.00 per quarter. (See: RESIDENCY).

OUT-OF-STATE students pay each quarter $13.50 per credit hour; full time out-of-state students (12 credit hours or more) pay $162.50 per quarter. (See: RESIDENCY)

CONTINUING EDUCATION STUDENTS (including High School Diploma students)

There is a $5.00 registration fee for all students enrolled in continuing education programs. Exempt from this fee are local law enforcement officers, volunteer firemen, volunteer life saving personnel, and prison inmates.

BASIC EDUCATION STUDENTS

There is no tuition for basic education students.

RESIDENCY

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. In essence, the controlling North Carolina statute (G.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes." Ownership of property in or payment of taxes to the state of North Carolina does not automatically qualify one for the in-state tuition rate. Failure to provide requested information for residency classification can result in the student being classified as a nonresident for tuition purposes and disciplinary action. A student who believes that he or she has been erroneously classified shall be permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. A copy of the manual is available in the Student Development Center for student inspection.

GRADING SYSTEM

At the end of the quarter the student will receive final grades for credit courses based on the following QUALITY POINT system:

GRADE	DEFINITION	QUALITY POINTS FOR CREDIT
A	Excellent Work	4 quality points per credit hour earned
B	Good work	3 quality points per credit hour earned
C	Average work	2 quality points per credit hour earned
D	Poor work, but passing	1 quality point per credit hour earned
I	Incomplete Work	0 quality points; students must complete work by mid-term the following quarter, unless an earlier date for completion is set. Failure to complete work by the designated date will result in an 'NC' grade being recorded.
AU	A class is audited for no credit	0 quality points; students who register as AU and stop attending will receive a grade of NC.
NC	NO CREDIT. The student did not satisfactorily complete the minimum objectives of the course and must re-enroll if he/she wishes to receive credit for the course.	0 quality points
W	Official Withdrawal. The Student officially withdrew from the college.	0 Quality points

Each student who is not performing satisfactorily in a subject will receive at mid-quarter an evaluation of his progress in each course. Mid-quarter evaluations are for student and his adviser's informational use and are not placed on the permanent record.

GRADUATION REQUIREMENTS

1) All courses required by a given program must be completed with a minimum grade point average of 2.0 (C) on credit hours earned at Southeastern.
2) Associate Degrees require a minimum of 96 credit hours, the last 30 of which must be taken at Southeastern Community College.
3) Attendance at graduation exercises is mandatory unless approval for absence is obtained from the commencement committee.
4) RDG 101 or ENG 1101 is required for graduation.

If graduation requirements change during the time a student is enrolled at SCC, the student may elect to satisfy the requirement in effect at the time of his/her original enrollment.

ACADEMIC HONORS

Full time students who excell in their academic work are recognized by Southeastern Community College in the following ways:

1. The Dean's List is published quarterly to recognize those grade-point students who have maintained a 3.50 average on at least 12 hours of work (with NO "D", "I" or "NC" grades).
2. The Honor's List is published quarterly to recognize those students who have maintained a 3.0 to 3.49 grade point average on at least 12 hours of work (with NO "D", "I" or "NC" grades).
3. Full-time college transfer and two-year occupational students who maintain a cumulative GPA of 3.50 on credit hours are invited to join Phi Theta Kappa, a National Honor Fraternity for junior college students.

TESTS AND FINAL EXAMINATIONS

The instructor may give tests and quizzes, oral and written, at his discretion. Regularly scheduled final examinations will be given at the end of each quarter.



CREDIT BY EXAMINATION

To obtain credit, a student may take a proficiency examination, approved by the appropriate departmental faculty, the appropriate division dean and the Dean of Instruction. Regular fees will be charged for credit by examination. (Contact Registrar's office for procedure to follow.)

A veteran student may apply for credit toward graduation for training received under any of the armed forces college training programs. Credit may also be granted for specialized and technical training done under the auspices of the armed forces and courses taken through USAFI.

ATTENDANCE

The college has no system for allowing for absences; therefore, no set number of class absences is authorized. It is expected that the student will take responsibility for a class or classes which absolutely MUST be missed. As a matter of courtesy, it is desirable that the reason for the absence be given to the instructor; this should be done prior to the absence whenever possible.

Warning notices for absences may be sent to the student by individual instructors. An excessive number of absences will result in the student's removal from the class roll. Upon removal, the student will receive a grade of "NC" (No Credit).

Any persons attending Southeastern Community College with financial assistance from the Veterans Administration must adhere to a special attendance policy. Copies of this policy are published in the Student Handbook. Please refer to the Student Handbook for additional information.

PROBATION

EDUCATIONAL PROGRESS ASSISTANCE COMMITTEE

The purpose of the committee is to assist the student in the successful completion of his college goals. Successful progress towards graduation requires that the student earn a 2.00 (C) GPA on all hours attempted each quarter.

A student whose GPA for any quarter is less than a 1.50 will be placed on probation for the next quarter enrolled. A letter will be sent to the student and he-she must consult with his-her advisor for additional direction. Students who demonstrate academic progress by earning a 2.00 GPA during the probationary quarter will no longer be on probation.

Students who DO NOT earn a 2.00 (C) GPA during the probationary quarter **must meet** with the Educational Progress Assistance Committee for guidance. A letter will be sent to those students and an interview time will be scheduled. Some of the ways the committee could assist the students are (but are not limited to):
(1) reduction of course load,
(2) individual or group counseling sessions,
(3) tutoring sessions,
(4) guidance into another curriculum,
(5) guidance into other programs, and
(6) temporary discontinuance of coursework.

WITHDRAWAL FROM COLLEGE

Students desiring to withdraw from the college should contact the Registrar's Office to obtain the necessary form for official withdrawal. A student who fails to withdraw offically will receive a grade of "NC" for each course in which he is enrolled may be unable to register in subsequent quarters. Those students who officially or unofficially withdraw may be asked to meet with the Educational Progress Assistance Committee prior to re-enrollment.

What's So Special About SCC. . .

In addition to the programs outlined beginning page 13, there are several services and programs at SCC that just plain make the place a little bit extraordinary. For additional information about any of these, contact the person whose name is given for each special program or service.



ARTIST IN RESIDENCE

Southeastern participates in an Artist in Residence program sponsored by the North Carolina Department of Community Colleges. The artist in residence works on campus and in the community stimulating and coordinating art activities. Our artist in residence works with groups such as prisoners and school teachers, as well as with college and high school students. The Artist - In - Residence program promises to make quite an imprint on this institution and community in the years to come. Contact Dr. Paulsen - 642-7141 extension 27.

BOOKSTORE

The college bookstore is more than a place where textbooks can be bought and resold, though it handles this task more than adequately. It also houses a supply of paperbacks unrivalled by any other bookstore in the area. Come by and browse! If you can't find what you want, the bookstore will specially order any book on request! Jewelry, stationery, greeting cards, posters, sportswear, umbrellas, and stuffed animals are also available at the bookstore. Contact Florence Bullard at 642-7141 extension 56. Hours: Monday - Friday 9:00 to 4:00, Monday night 6:30 to 8:30.

CHORUS CLUB exists for all members of the SCC chorus who enjoy performing at social events.

COSMETOLOGY ASSOCIATION is the professional organization of cosmetology students which provides a link with cosmetology associations on a district, state and national level.

DRAMA CLUB is open to any student or community member with a background or interest in the performing arts.

COMPREHENSIVE EMPLOYMENT TRAINING ACT (CETA)

The Comprehensive Employment Training Act or CETA (formerly called Manpower Development Training Act) provides comprehensive scholarships to enable economically stressed persons to enroll in any one-year occupational program at Southeastern. CETA's goal is to get those eligible for its funds into a job situation as soon as possible. CETA scholarships provide for living expenses as well as tuition and supply expenses. Contact: Wanda Chandler - telephone 642-7141 extension 53.

EXTENSION OF SCC INTO BRUNSWICK COUNTY

One project begun in 1974 is the extension of the college parallel curriculum into neighboring Brunswick County. It is anticipated that the program will continue to expand in both students and services provided in the years to come. Contact: Dr. Paulsen - telephone 642-7141 extension 27.

GENERAL EDUCATION DEVELOPMENT

The General Education Development Battery can be taken by any North Carolina resident who is 18 years or older and who has not completed his - her formal high school education. The test is comprised of five sections: reading comprehension, natural science, social science, English usage, and general mathematics. If satisfactory scores are made on the test, the adult will receive the High School Equivalency Certificate issued by the North Carolina Department of Public Instruction. **Contact:** Kay Branch telephone 642-7141 extension 49.

HUMAN RESOURCES DEVELOPMENT

This program, like CETA, is geared to the financially stressed individual seeking to increase his employability. It offers a six-week orientation and motivation session in which the individual is encouraged to look at his strengths and weaknesses and to become more familiar with the "world of work." The individual receives co-unselling from professionals who work closely with him in selecting an area of work to pursue. After completing the six-week orientation and motivation session, the individual may be afforded an opportunity for various types of skilled training: industrial sewing, welding, automotive mechanics, etc. Limited scholarships are provided through Human Resources Development. Regular tuition is $5.00 per course. Contact: Phil Simmons at the Mt. Olive Center located in old Mt. Olive school at 648-4115 or 4116 or 648-4095.



HUMANITIES PROGRAM

The Humanities program helps us examine and appreciate the uniqueness and richness of the three cultures represented in Southeastern North Carolina by offering projects which focus on the three cultures, as well as on other cultures. Nigerian craftsmen, Appalachian folk musicians, weavers, graphic artists, poets, stage directors, and other creative individuals from just about every discipline imaginable have been brought to SCC's campus to share their knowledge and talent with us. Workshops are conducted by outside resource people as well as in-house talent on a wide spectrum of subjects. The variety of Humanities projects is fantastic and makes SCC a fantastic place to be during Humanities time! Contact: Curtis Welbourne - telephone 642-7141 extension 47.



PERFORMNG ARTS SERIES

The Performing Arts program is dedicated to bringing the finest in performing artists to SCC, the students, and the citizens of Southeastern North Carolina. These performances serve to enlighten us as well as to expand our awareness of the arts.



PHI THETA KAPPA is the honor society for Junior and Community Colleges. Students maintaining a grade point average of 3.5 (a B plus) are eligible for nomination into the club.

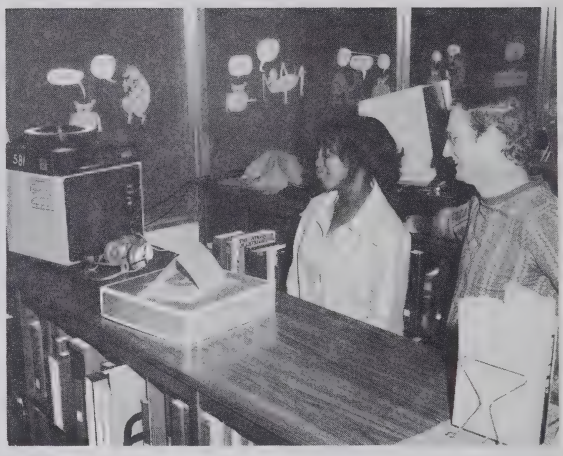
PRISON PROJECT

Another project SCC is sponsoring is a training program at the Brunswick Correctional Unit, a minimum security prison for felons in Columbus County. Curriculum and non-curriculum courses are offered in small engine repair, health and physical education, and high school completion.



PUBLICATIONS

Southeastern Community College has several official publications which are of interest to applicants and students. These publications include the **BULLETIN,** the **STUDENT HANDBOOK,** and the **RAM-O-GRAM,** which is published and distributed on campus twice each week. All students are responsible for the content of these publications as they relate to activities at the college.



LEARNING RESOURCES CENTER

1. **Library.** It houses over 33,000 books and an impressive collection of non-print educational materials. The records alone number over 3,000. Hours are 8:30 a.m. until 10:00 p.m., Monday thru Thursday; 8:30 a.m. until 5:00 p.m. on Friday (September thru May only). The library's resources are avilable to community members as well as the students and staff of the college. **Contact:** Becky Marlin - telephone 642-7141 ext. 36.
2. **Audio-Visual Department.** Our AV department supports the college by providing AV equipment for classroom utilization, by recommending, by designing and by producing media for classroom, campus and community utilization. **Contact:** Chester Biggs - telephone 642-7141 extension 57.
3. The **Programmed Instruction Center (Learning Lab).** It is the center for the adult high-school diploma program as well as the center for self-study programmed instruction courses in many subjects. **Contact:** Kay Branch - telephone 642-7141 extension 49.

RESOURCES FOR STUDENT LEARNING

Resources for Student Learning serves a special population who qualify for its alternative approach to several traditional curricular areas. The student can take one course or several through RSL. RSL realizes that all students do not learn best in a lecture-oriented classroom; it offers a range of full-credit freshman level courses taught by instructors who want to help the individual student discover his own personal style of learning. Involvement is the KEYWORD with RSL. **Contact:** Winnie Cooke - telephone 642-7580.



SHELTERED WORKSHOP

The sheltelred workshop situated in the Carver Moore School in Northwest Columbus County is comprised of handicapped people who perform a variety of jobs for industry and individuals. The workshop is sponsored by the Columbus County Mental Health Association. SCC assists the sheltered workshop by providing two instructors who teach Adult Basic Education and skills to Sheltered Workshop clients. **Contact:** Bill Wilson telephone 642-7141 extension 30.



RETIRED SENIOR VOLUNTEER PROGRAM

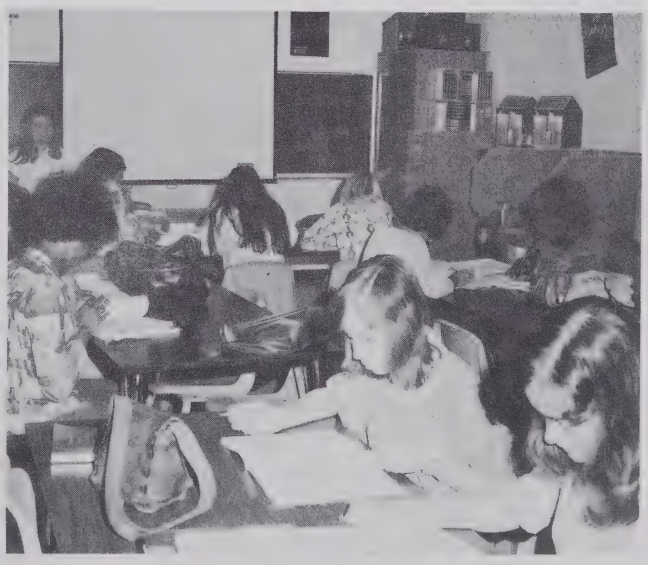
This program is open to persons of 60 years of age or older in Columbus County who would like to become more involved in volunteer service to their community. RSVP volunteers offer their time on a regular basis to help out in schools, libraries, rest homes and various other settings. Volunteers also help out with special programs and events. The RSVP women participated in a quilting bee at the Southeastern North Carolina Quilt Festival. **Contact:** Susan Wood - telephone 642-6274.

Southeastern North Carolina Quilt Festival

For two years Southeastern Community College has been the scene of the celebration of the rich quilting tradition of the Southeastern part of the state. Quilts of diverse age, pattern and color are displayed in the administration building, and members of the Retired Senior Volunteer Program conduct an actual quilting bee in the lobby of the main building. A media presentation, a display of education materials on quilting and a picnic have all been part of this festival which shows every indication of becoming a traditional event.

SPEAKERS'BUREAU

As a community service Southeastern shares its talented faculty and staff with community organizations at no cost. The group of speakers is versed in a variety of topics ranging from "Life as a Foreign Exchange Student in a Small Mexican Town" to "Why a New Math." **Contact:** Bill Wilson - telephone 642-7141 extension 30.



SPECIAL SERVICES

Special Services is designed to aid full-time and part-time students who required or desire counselling, tutoring, reading improvement assistance,and greater cultural awareness. Particular emphasis is given to helping the student co-ordinate curriculum plans with career objectives. There is no additional cost, just a small time investment from the student. Call 642-7757 or 642-7141, Ext. 20.

SCIENCE CLUB is an affiliate of the Collegiate Academy of the North Carolina Academy of Sciences and is open to students and faculty interested in sharing an interest in science-related activities.

SPORTS PROGRAM offers intramural sports activities as well as intercollegiate sports activities to all interested students.

STUDENT GOVERNMENT ASSOCIATION provides an avenue for student participation in the organization and control of student related activities, sponsors clubs which provide for activities like a Fine Arts Concert series, a film series, dances and other activities.

STUDENT LOUNGE

The student lounge is the focal point of much extra-curricular activity at SCC. One can always find a great deal of animated discussion among students there as well as very serious pin-ball competition. Vending machines are always on duty offering lunch and snack foods and the ever-playing juke box keeps the place lively.

STUDENT NURSES ASSOCIATION is the in-house professional organization for student nurses and provides a link for aspiring nurses at SCC with district, state, and national nursing organizations.

STUDENT DEVELOPMENT CENTER

The primary task of the Student Development Center is to assist in the development of human potentials. In carrying out this task the Student Development Center provides the following services:
Admissions Assistance
Community Outreach Services
Counseling (personal, educational, and occupational)
Financial Aid Assistance (what is available and how to apply for it)
Job Placement
Maintenance of Student Records
Registration for Classes
Student Activities
Testing (Placement and Interest Surveys)
Tutoring
Veterans Affairs

Contact: Dr. Dan Moore
Telephone: 642-7141 Ext. 34



Accreditation and Memberships

Southeastern Community College is chartered by the state of North Carolina. It is accredited by the Southern Association of Colleges and Schools and by the North Carolina State Board of Education.

The following programs are specially accredited:

1) Nursing programs (associate in applied science program and diploma program) is accredited by the North Carolina Board of Nursing
2) Cosmetology is accredited by the North Carolina State Board of Cosmetic Arts.

Memberships include:
American Association of Junior Colleges
North Carolina Association of Junior Colleges
Southeastern Association of Colleges and Schools
National Commission on Accrediting

Personnel

Geneva Ashley — Music
B.M. Meredith College

Lois Bailey — Biology
B.S. Wake Forest University; M.A.T., U.N.C. - Chapel Hill

William R. Ball — Dean of Occupational Education
B.S., North Carolina State University; M.A., East Carolina University

Christine Balogh — Art
B.F.A., Academy of Fine Arts, Budapest; M.F.A., Academy of Fine Arts, Vienna

Janos Balogh — Learning Resources Center
B.S., Ra-Film Technical Institute, Budapest

Thelma Barnes — English
A.B., Flora MacDonald College; M.A.T., Duke University

Shirley Basinger — Business
B.S., Flora MacDonald College; M.A., Appalachian State University

Mike Bennett — English
B.A.E., University of Florida, M.A.E., University of Florida

Vivian Beresoff — Science Lab Assistant
A.A., Columbia College

Mary Berry, R.N. — Nursing
B.S., South Carolina Baptist Hospital School of Nursing

Raymond Best — Human Resources Development
B.S. Fayetteville State University

Chester M. Biggs, Jr. — Learning Resources Center
B.S., University of Oklahoma; M.A., Appalachian State University

Ray Blackburn — Business
B.S., UNC-Wilmington; MBA, East Carolina University

Kay Branch — P.I.C.
B.S., East Carolina University

Robert Books — Special Services-Upward Bound
A.A., Kittrell College; B.A., Elizabeth City State University

Bernard Brown — Outdoor Recreation Resources
B.S., Southern Illinois University; M.S., Southern Illinois University

Walter D. Brown — Vice-President and Dean of Instruction
B.A., Eastern New Mexico University; M.A. Ed., East Carolina University; Additional graduate studies, North Carolina State University

Alan Brownlee — Social Sciences
B.S., University of Tennessee; M.A. Western Michigan University

Freda M. Bullard — Business
A.A., Southeastern Community College; B.S. Pembroke State University; M.S.B.E. U.N.C.-Greensboro

Richard K. Burkhardt — Music
B.S., Appalachian State University; M.M., Butler University

W.C. Butler — Music
A.A., Southeastern Community College; B.M., Appalachian State University

Brenda Carter — Lab Co-Ordinator--Research Assistant - RSL
B.S.A., U.N.C.-Greensboro

Jan Chauncey — Veteran Affairs
A.A., Southeastern Community College

Kathryn Clark — Tutor Co-Ordinator-Resources for Student Learning
B.A., Campbell College

James Clifton — Social Sciences
B.A., Wake Forest University; M.A., Duke University

Nancy P. Clifton — English
A.B., Smith College; M.A.T., Duke University

Winifred Coleman, R.N. — Nursing
Diploma, James Walker Memorial School of Nursing; A.A., Southeastern Community College; B.S., Mars Hill College

Winifred B. Cooke — Director, Resources for Student Learning
B.S., Evangel College; M.A.C.T., UNC-Chapel Hill

James Cox — English
A.B., Duke University; M.A., UNC-Greensboro

Brenda Ebron — Academic Skills Co-ordinator Special Services-Upward Bound
B.A., Shaw University; Additional Graduate hours, North Carolina Central University

Brenda K. Edge — English
B.A., Wilmington College; M.A., Appalachian State University

Jack B. Ervin — Educational Development Officer
B.S., East Tennessee State University; M.A., Appalachian State University

Harry Foley — Physical Education
B.S., Appalachian State University; Additional Graduate Hours, Memphis State

Leon M. Fox, Jr. — Evening Director
B.S., North Carolina State University; M.B.A., University of Georgia

Lauren George — Child Development
A.A., Southeastern Community College; B.S.H.E., UNC-Greensboro

George Green — Transportation Maintenance
Attended U.S. Navy Schools in Diesel Mechanics and related subjects; Attended General Motors Auto School

Charles E Grigsby — Mathematics
B.S., U.N.C.-Chapel Hill; M.A.T., Duke University; Ph.D., U.N.C.-Chapel Hill

Sarah Haltiwanger — Science Lab Assistant
B.S., University of Maryland

Evelyn Hamby — Learning Resources Center
A.A.S., Caldwell Community College

William A. Harper — Mathematics
B.S., East Carolina University; M.A., East Carolina University

Sue W. Hawks — Recruitment Co-Ordinator
B.S., East Carolina University

Edythe B. Hill, R.N. — Nursing
B.S., Wiston-Salem University

Eleanor E. Hoose, R.N. — Nursing
B.S. Illinois Wesleyan University

Thurston Earl Hughes — Biology
B.S., Campbell College; M.S., North Carolina State University

Fred Hurteau — Graphics Artist
A.A.S., Technical Institute of Alamance

Robert Jackson — Welding
Certified Welder, Newport News Shipbuilding & Dry Dock Company

Rebecca K. Johnson — Reading
A.B., Duke University; M.Ed., University of Virginia

Jacobyna Jones — Business
B.A., Elon College; M.A., Appalachian State University

Ty Jordan — Sheltered Workshop
B.A., U.N.C.-Chapel Hill

Robert L. King — Biology
B.A., Elon College; M.A., Appalachian State University; Additional hours, Duke University

Cynthia Kinlaw — P.I.C.
A.A.S., Southeastern Community College; B.S., Pembroke State University

Ruby Lambdin — English
B.S., Concord College; B.A., Concord College; M.A., West Virginia University

Barbara Lazarra — Special Services-Upward Bound
Columbia Commercial - Business School

Rebecca Marlin — Learning Resources Center
B.A., Southern Illinois University; M.S., U.N.C.-Chapel Hill

Vernon Marlin — Mathematics
B.S., Southern Illinois University; M.S., Southern Illinois University; Ph.D., U.N.C.-Chapel Hill

Marion Martin — Chemistry
A.B., Duke University; M.A., Duke University

W. Ronald McCarter — President
A.B., U.N.C.-Chapel Hill; M.Ed., U.N.C.-Chapel Hill; Ed.D., North Carolina State University

Walter A. McDaniel — Director of Research and Evaluation
B.S., Cheyney State College; M.S., Lehigh University; Additional Graduate Studies: Cheyney State College

Doris McGavish — Nursing
Diploma, Watts Hospital School of Nursing; B.S., Mars Hill College

Harold McMillion — Director of Special Services-Upward Bound
B.A., Marshall University; M.A., Marshall University

Ira Melvin — Welding
Certificate, Wilson County Technical Institute

John Merritt — Veteran Farm
B.S., North Carolina State University

Suzanne Mintz — Psychology
B.A., George Williams College; M.A., Michigan State University

Dan W. Moore — Dean for Student Development
A.B., Guilford College; M.S., Virginia Commonwealth University; EdD., N.C. State University

Joseph K. Nance — Physical Education
A.B., U.N.C.-Chapel Hill; M.Ed., U.N.C.-Chapel Hill

Barry Hamilton Nation — English
B.A., University of Florida; M.A., Western Carolina University

Roland C. Norris — Registrar
B.S., East Carolina University; M.Ed., East Carolina University

Edward H. Pate — Welding
Certificate, Wilson County Technical Institute; Diploma, Cape Fear Industrial Training Center; Diplomas, International Correspondence School; Associate in Applied Science, Southeastern Community College

Richard R. Paulsen — Academic Dean
B.S., Carroll College; M.S., Ohio University; Ph.D., Kent State University

James Perry — Sheltered Workshop
B.S., UNC-Wilmington

Alvin Phillips — Outdoor Recreation Resources
B.S., Clemson University; M.S., U.N.C.-Chapel Hill

Patricia Ann Powell — Counselor
B.A., Flora McDonald College; M.Ed., East Carolina University; Additional Hours, University of Virginia and Norfolk State

Edith Register, R.N. — Nursing
B.A., U.N.C.-Wilmington; M.A., Appalachian State University

Mildred Ross, R.N. — Nursing
Welborn Baptist School of Nursing; B.S., State University of New York; M.S., Long Island University.

Robert M. Shaw — Assoc. Dean of Adult Education
B.S., North Carolina State University; M.S., North Carolina State University

Sue Shaw, R.N. — Nursing
A.A., Mars Hill Jr. College; B.S., Mars Hill College

Marshall Shepherd — Criminal Justice
A.A., Guilford College; B.S., Guilford College

Ellen Simmons — Special Services-Upward Bound
A.S. Southeastern Community College; B.A. Shaw University

Philip Simmons — Human Resource Development
University of Maryland; Electronic Certificate USAF!

Carol Simpson — Nursing
B.S., UNC-Chapel Hill; Certificate, N.C. Heart Association

Judith Singletary — Business
B.S.B.A., East Carolina University

Judy Sink — Child Development
A.B., Lenoir Rhyne College; M.A., Appalachian State University

Sam Sink — Foreign Languages
B.A., Appalachian State University; M.A., University of Missouri

William D. Small, Jr. — Superintendent, Building and Grounds
Diploma, Command and Staff College; Diploma, Aircraft Maintenance & Management

A. Julius Smith — Electrical Engineering Technology
1 year of study, A. & T. University; 1 year of study, Tuckers Industrial Institute

Audra Smith — Cosmetology
Certificate, Richmond Academy Vocational Technical School; Licensed Beautician, Ray Phillips Salisbury Beauty School

Shaffer Smith — Electrical Engineering Technology
Two years at Central Connecticutt State College; U.S. Navy Electrical School

Laurel Sneed — Instructional Designer
B.A., U.N.C.-Chapel Hill; M.Ed., U.N.C.-Chapel Hill

Robert G. Stanley — Business Manager
B.S., East Carolina University; M.A., East Carolina University

James Starnes — Social Science
A.B., High Point College, B.D., Emory University; M.A., East Carolina University

Julia M. Stocks — Counseling Co-Ordinator
B.A., Duke University; M.Ed., Duke University

Vincent Sweet — Counselor
B.A., North Carolina Central University; M.A., North Carolina Central University; Additional hours, North Carolina Central University

John A. Voorhees — Social Science
B.A., Berea College; M.A., University of Illinois

Anita Walker — Mathematics
A.S., Mt. Olive Jr. College; B.S., Mars Hill College; M.A., Appalachian State University

Herschel Walsh — Physical Education
B.A., Western Kentucky; M.A., East Tennessee State

Betty Jo Walters — Cosmetology
Atlantic Beauty College; Robeson Technical Institute

Richard Ward — Director, Learning Resources Center
B.S., Indiana State University; M.S., Indiana State University; Additional Hours, Boston University

T. Tucker Ward — Diesel Mechanics
Attended U.S. Army Schools in Diesel Mechanics and Related Subjects

Wilbur N. Ward — Welding
Diploma, Cape Fear Technical Institute

Curtis Welborne — Social Science
A.B., Elon College; M.A., East Carolina University

Elatha Wilson — Tailoring and Alterations
Certificate Supervisor Training

William L. Wilson, Jr. — Dean of Adult Education
B.S., Louisiana State University; M.S., Louisiana State University

Susan Wood — Director R.S.V.P.
B.A., Russell Sage College; Additional hours, North Carolina State University

Robert L. Young — Physical Education
B.S., Campbell College; M.A., Appalachian State University

ORGANIZATION

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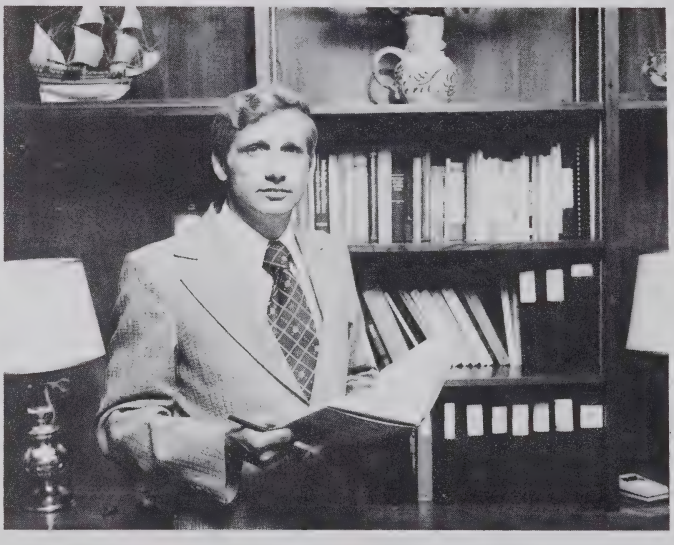
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W. Ronald McCarter	President
Walter D. Brown	Vice President-Dean of Instruction
Dan W. Moore	Dean of Student Development
Robert G. Stanley	Business Manager

President's Message



We are pleased with your interest in SCC.

Southeastern can offer you one of the finest experiences available in higher education. Our faculty and staff are dedicated to one purpose, that of providing for the student an exceptional environment for learning. Learning at Southeastern means studying in the library, chatting with a faculty member in the student lounge, catching up on lab experiences by using individualized instructional packages, attending one of the many fun and culture-filled fine arts series, visiting with one of our guest performing artists during an evening reception, attending the homecoming dance, attending review sessions with campus tutors, visiting with business or industrial representatives, serving on college committees, matching your interests and aptitudes with occupational trends, participating in small group discussions in classes, and yes, "rapping" with the President.

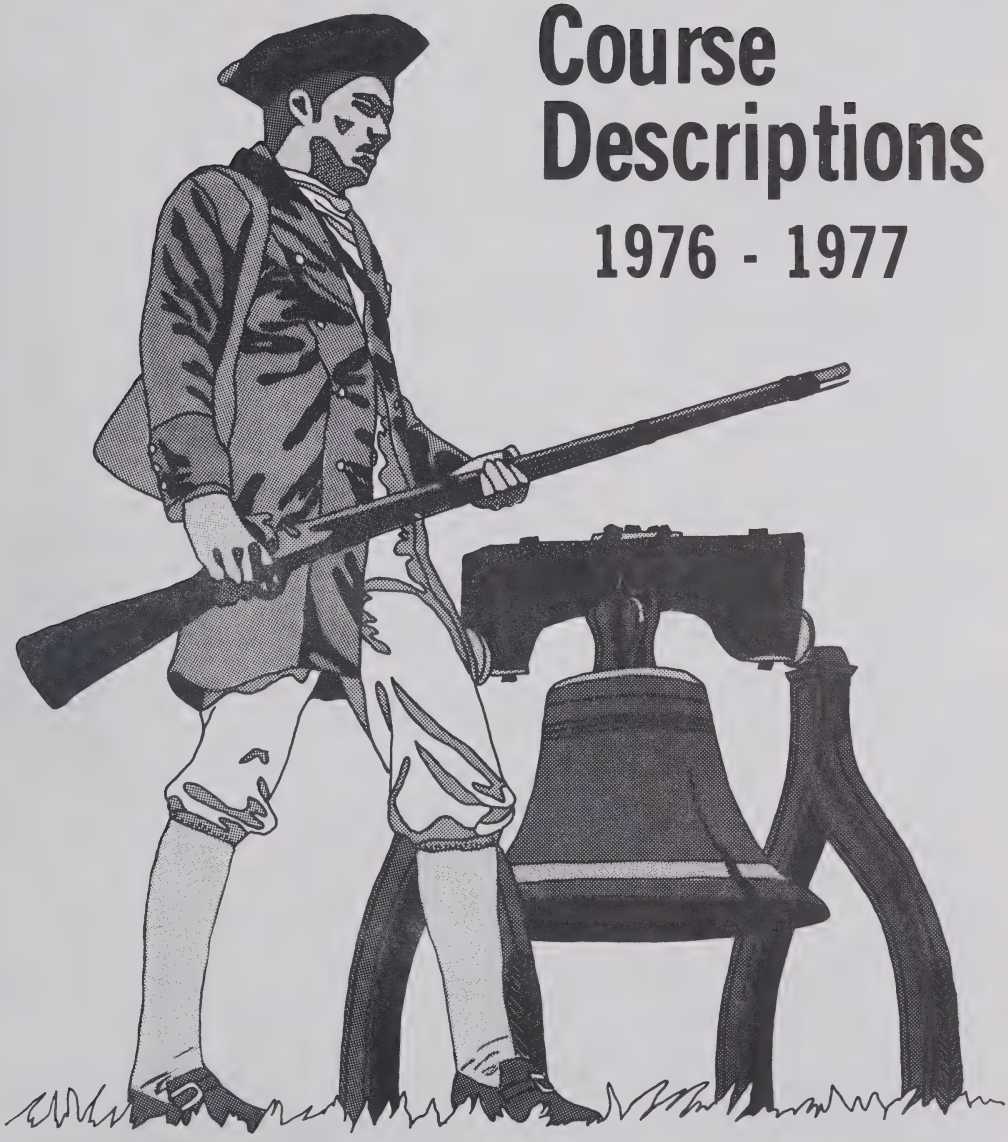
We have services available for adults of all ages, day and night, credit or non-credit.

There are many reasons to attend Southeastern Community College. We welcome you, and we look forward to what will be a mutually rewarding experience together.

W. Ronald McCarter

Course Descriptions

1976 - 1977



Southeastern Community College, Whiteville, N. C. 28472
642-7141

Credit Course Descriptions

Three digit course numbers designate courses which lead to a:
1) Associate in Arts degree ie. ENG 101
2) Associate in Fine Arts Degree ie. ART 110
3) Associate in Science Degree ie. MAT 251
4) Associate in Applied Science Degree ie. MAT 115.

Four digit course numbers designate course which lead to a:
1) Diploma
2) Certificate

The numbers to the far right following course titles have the following meaning:

The first number indicates CREDITS awarded for the course.
The second number in parenthesis indicates the number of CLASS HOURS (ie. hours spent in lecture or discussion) per week.
The third number in parenthesis indicates the number of laboratory hours, shop hours or studio hours per week.
For practice, interpret the following notation:
4(3-2)

4 credits will be awarded for the course. 3 hours will be spent in class each week, and 2 hours will be spent in lab or shop per week.

AGR 100 Farm Pond Development 1(1-0)
In this course, each student will have the project of planning the development of a farm pond for recreation and commercial fishing; factors such as capital outlay, feasibility of land, and future production will be considered in the students' projects.

AGR 101 Farm Tractors I 3(2-3)
...A study of farm tractors, including gas and diesel engines. Units to be studied include engines, ignition, electrical braking, cooling and transmission systems.

AGR 102 Farm Business Management 2(2-0)
Business management techniques and skills which apply to farm operations are covered in this course. Areas covered include: development of the concepts of cost and budgets as an aid in choosing what to produce, analysis of production factors to determine the least cost production procedure, analysis of data to determine level of production yielding highest net revenue, and examination of the inter - relationship of farm size, efficiency, gross farm income and net farm income.

AGR 104 Beef and Swine Production 2(2-0)
A study of the principles of selecting, breeding, feeding, care and management of beef cattle and swine.

AGR 105 Farm Tractors II 3(2-3)
A continuation of AGR 101.

AGR 106 Techniques of Welding I 3(2-3)
Arc and gas welding are studied in this course; safety and care of welding equipment is emphasized and applied. Welded joints and flame cutting are discussed and practiced in various positions that are applicable to mechanical repair work in steel fabrication.

AGR 107 Farm Accounting and Records 2(2-0)
An introductory course to accounting methods applicable to farm management.

AGR 109 Soil Science and Forage Crops 2(2-0)
A study of the development, classification, evaluation and management of soils and the care, cultivation and conservation of soil fertilizers. Also studied are the major grasses and legumes of economic importance in North Carolina.

AGR 114 Farm Electrification 3(2-3)
A study of basic principles of wiring farm buildings in the application of electricity to agriculture production.

AGR 117 Grain Crops and Animal Feeding 1(1-0)
A study of scientific methods in the production of grain crops; composition, feed additives and nutritional requirements of livestock, as well as practical and economical feed formulation, are covered.

AGR 121 Weed Identification and Control 2(2-0)
A study dealing with the identification of annual and perennial weeds and grasses of North Carolina and the economic advantages of controlling them.

AGR 122 Farm Machinery Repair and Maintenance I 3(2-3)
Through demonstration and actual practical experience with all kinds of farm machinery, the proper care and the economic value of proper care and servicing of farm machinery are stressed.

AGR 123 Forest Management and Horticulture Practices 2(2-0)
This course will be a mix between dealing with the fundamentals of forestry and farm forestry problems including planning, thinning, harvesting, and marketing and a study of the principles of care and selection of plants, shrubs, trees, and grasses for the home landscape. Field trips and demonstrations will be utilized to develop skills and practices needed in this discipline.

AGR 124 Plant Propagation 2(2-0)
Plant reproduction is studied from a scientific point of view; special attention is given to shrub propagation for the home landscape plan.

AGR 125 Cabinet Making and Repair 3(2-3)
Blueprinting of cabinets to be utilized in the home and on the farm is emphasized as well as various glues, varnishes and stains. Each student has the experience in shop of completing a cabinet project based on a home and - or farm cabinet need.

AGR 128 Farm and Home Construction I 3(2-3)
This course deals with the fundamentals of farm carpentry. An opportunity is given the student to apply skills learned to a home construction project.

AGR 130 Pesticides 1(1-0)
A study of the methods of controlling the beneficial and harmful insects affecting farm production in North Carolina.

AGR 131 Soybean Production 2(2-0)
Crop characteristics, varieties, environmental factors, rotations, control of pests and other production practices are covered.

AGR 132 Livestock Diseases and Parasites 2(2-0)
A study of the cause, damage, symptoms, prevention and treatment of parasites; management factors relating to disease and parasite prevention and control are examined.

AGR 133 Farm Water and Plumbing Systems 3(2-3)
A study of farm water needs and waste disposal; attention is given to planning and installing the system and its proper care and maintenance.

AGR 134 Tobacco Production 2(2-0)
A study of production practices relevant to flue - cured tobacco in North Carolina; plant bed practices, field production machinery, cultural practices, fertilization, harvesting, and marketing are covered.

AGR 135 Agricultural Law 2(2-0)
Designed to acquaint the student with basic principles of law. Contracts, agency and negotiable instruments, partnerships, corporations, sales, surety - ship, bailments, and real property are covered.

AGR 136 Agricultural Math 1(1-0)
A study of the fundamental operations and their application to business problems; payrolls, marking prices, interest, discount commissions, and taxes are covered.

AGR 137 Home Appliance Repair 3(2-3)
Repairing commonly used electrical appliances and machinery in the home or on the farm is stressed in this course.

AGR 138 Farm Records and Taxes 2(2-0)
A study of the records necessary in order to complete a tax form; prodecures and skills involved in income tax computations are also covered.

AGR 139 Fertilizers and Lime 2(2-0)
A review of the sources, function and utilization of major and minor plant food factors; commercial fertilizer ingredients, and soil acidity are covered.

AGR 140 Vegetable Production 1(1-0)
An examination of the commercial feasibility of vegetable production with a particular emphasis on vegetable crops that may be produced commercially in North Carolina.

AGR 141 Surveying I 3(2-3)
A study of the theory and practice of elementary claim surveying.

AGR 142 Agriculture Finance 2(2-0)
An analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit.

AGR 143 New Sources of Farm Income 2(2-0)
The farm enterprise system is analyzed and areas of production not present in the student's farm operation are explored.

AGR 144 Opportunities in Agriculture Business 1(1-0)
This course presenting the opportunities for part - or full - time employment in farm related occupations. Agriculture businesses such as feed and fertilizers, as well as farm custom machinery work, are considered.

AGR 152 Farm Machinery Repair and Maintenance II 3(2-3)
This course is a continuation of AGR 122.

AGR 153 Farm Water and Plumbing Systems II 3(0-5)
A continuation of AGR 133.

AGR 158 Farm and Home Construction II 3(2-3)
A continuation of AGR 128.

AGR 162 Farm Marketing 1(1-0)
This course is a study of farm marketing procedures. Local marketing procedures and probabilities are emphasized.

AGR 163 Seed Production 2(2-0)
A study of the production of quality seed in the southeastern United States. The seed chain for breeders of seed in North Carolina is outlined.

AGR 164 Community Leadership 1(1-0)
Robert's Rules of Parliamentary Procedure are emphasized and practiced in class; leadership roles and functions are covered in small group sessions.

AGR 171 Farm Insurance 2(2-0)
Insurance information relative to a farmer's needs are covered in the course. Life insurance, worker's compensation, liability, mortgage insurance and accident insurance are emphasized as they regard the farmer and the employee.

AGR 172 Outdoor Recreation 1(1-0)
A study of the opportunities for farmers in the development of outdoor recreation areas are covered; local, state and federal matching funding for outdoor recreation development are emphasized.

AGR 173 Forest Farm Management 2(2-0)
A study of the maintenance, harvesting, and planting of local forest trees with an emphasis on tree farms and the economics of tree farming.

AGR 174 Botany 2(1-3)
A study of the internal and external structure of plant life of the forest is emphasized in this course. The functions of the various parts of trees, the inter - relationships of trees and other vegetation as well as the uses of the ecology of the forest are covered.

AHR 1101 Automotive Air Conditioning 3(2-4)
This course emphasizes the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing are stressed.

AHR 1111 Advanced Automotive Air Conditioning 3(2-4)
A continuation of AHR 1101.

AHR 1121 Principles of Refrigeration 8(3-15)
An introduction to the principles of refrigeration; various refrigerants are examined, as well as the use and construction of valves, fittings, and basic controls. Practical experience involves: tube bending, flaring, and soldering. Safety procedures and measures are always emphasized.

AHR 1122 Domestic and Commercial Refrigeration 8(3-15)
A study of domestic and commercial refrigeration systems emphasizing the servicing and maintenance of these systems. Utilization of manufacturers' catalogs in sizing and matching system components is covered. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisite: AHR 1121.

AHR 1123 Principles of Air Conditioning 10(6-12)
Selection of various heating, cooling and ventilating systems is emphasized in the course, as well as investigation and control of variables affecting air cleaning, movement, temperature and humidity. Commercial air conditioning equipment is assembled and tested, and training in practical sizing and balancing of duct work is provided. Prerequisite: AHR 1122.

AHR 1124 Air Conditioning and Refrigeration Servicing 5(3-6)
Emphasis is on the installation, maintenance, and servicing of equipment used in cleaning, charging, humidification and temperature control of air in an air conditioned space. Prerequisite: AHR 1123.

AHR 1126 All - Year Comfort Systems 5(3-6)
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for year - round comfort will be studied; experience with this equipment will be provided in the laboratory. Prerequisites: AHR 1123; AHR 1128.



AHR 1128 Automatic Controls 5(3-6)
Included in this course are: electric and pneumatic controls, zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls. Prerequisites: ELC 1102; AHR 1122.

ANT 120 Introduction to Anthropology 5(5-0)
An introduction to the discipline of anthropology and its various areas of concentration. The major emphasis of the course is man's social nature. A survey of physical anthropology, archaeology, and linguistics in the first three weeks provide a framework from which the idea of man as a cultural animal is developed.

ANT 125 American Indian History and Culture 5(5-0)
A survey of native American history from paleo - Indian traditions of the past to those of the present day; special emphasis is given to modern problems of acculturation and social change.

ANT 132 Man and the Supernatural 3(3-0)
Through first - hand study of religious practices, the course is designed to prepare the student to identify and analyze the processes by which given communities express their perceived relationships to the supernatural. The primary religious norms of shamism and those of institutional religions will be focused on.

ART 105 Art Appreciation 5(5-0)
The purpose of this course is to establish an understanding of art and to develop an appreciation of the relationship between art and man in given environments in different cultures.

ART 110 Fundamentals of Design 5(5-2)
An introductory course emphasizing the elements and principles of design. Students have direct experience in a variety of media including charcoal, ink, paint, and print - making.

ART 111 Creative Design 3(3-1)
A studio course designed to develop the student's skill and self - expression through the use of various materials in two and three dimensional design.

ART 112 Figure Drawing 3(3-1)
A studio course concerned with developing the student's perception of the human figure, through interpreting a human model in various media, and through consideration of anatomy and composition.

ART 113 Advanced Drawing 3(3-1)
This course provides opportunities for independent work on problems in drawing. Permission of instructor is necessary.

ART 121 3-D Drawing — Beginning Sculpture 4(4-1)
This course entails visualizing form through drawing; the student will have experience working in modeling clay and other 3-D materials.

ART 122 Sculpture I 3(3-1)
Work in wood, metal wire, soft stone, and plaster is stressed; the language of form is emphasized. Prerequisite: ART 121.

ART 123 Sculpture II 3(3-1)
Specialization in the student's preferred medium. The student will set his own individual goals. Prerequisite: ART 122.

ART 124 Sculpture III — Advanced 3(3-1)
This course provides opportunities for independent work on problems in sculpture. Permission of instructor is necessary.

ART 131 Beginning Pottery 3(3-2)
Handbuilding and throwing on the wheel is stressed, as well as technical information relating to the fundamentals of pottery.

ART 132 Advanced Pottery I 3(3-2)
Techniques of making functional pottery as well as those of making sculptural pottery requiring knowledge of form and style are elaborated upon. Prerequisite: ART 131.

ART 133 Advanced Pottery II 3(3-2)
The student's level of proficiency in pottery is assumed, and further developed through study of historical pottery methods and through study of modern pottery. The students are required to create their own colors through mixing glazes.

ART 134 Advanced Pottery III 3(3-1)
This course provides opportunities for independent work on problems in pottery. Permission of instructor is necessary.

ART 141 Printmaking I 3(3-1)
Introduction to various printing techniques including etching, wood cuts, and linoleum cuts. Students will begin with linoleum cuts, working up to the wood cut and a brief introduction to etching.

ART 142 Printmaking II 3(3-1)
Advanced course in printing techniques with emphasis on etching. The student learns to use a number of different plates and colors to create one work. Prerequisite: ART 141

ART 143 Printmaking III — Advanced 3(3-1)
This course provides opportunities for independent work on problems in sculpture. Permission of instructor is necessary.

ART 180 Art for Elementary Teachers 5(5-0)
A study of methods and philosophies of art education in the elementary school, with emphasis on the special logic of children's drawing. Studio work introduces projects in various art media for two and three dimensional creative work.

ART 201 Survey of Art History I — Ancient Art 5(5-0)
A survey of the general periods of art from prehistoric time through the Roman Empire.

ART 202 Survey of Art History II — Gothic and Renaissance Art 5(5-0)
A survey of painting, architecture, and sculpture from the Early Christian period to the French Revolution.

ART 203 Survey of Art History III — Modern Art 5(5-0)
An illustrated study of the significant trends in painting, architecture, and sculpture since 1800.

ART 210 Painting Processes 3(3-1)
Exploration of different painting media with an emphasis on development of techniques for self - expression. May be repeated for credit. Prerequisite: ART 110 or permission of instructor.

ART 211 Portrait Painting 3(3-1)
A studio course designed to develop the student's color sensibility using different painting media. The student will work from the living model. Prerequisite: ART 210 or permission of the instructor.

ART 212 Advanced Painting 3(3-1)
This course provides opportunities for independent work on problems in painting. Permission of instructor is necessary.

AST 101 Introduction to Astronomy 3(3-0)
An introductory course in astronomy, including study of the solar system, the planets, and the constellations. Some work with the telescope will be emphasized.

BIO 101 General Biology 4(3-2)
An introduction to the biological principles; a study of the chemical and physical properties of the living cell; selected laboratory experiments to reinforce lectures.

BIO 102 General Biology 4(3-2)
A study of the structure and function of the major systems of the human body. Laboratory experiments complement the lecture topics. Prerequisite: BIO 101.

BIO 103 General Biology 4(3-2)
A study of plant and animal heredity with emphasis on human inheritance. Plant anatomy and morphology in addition to ecology and evolution are also covered. Prerequisite: BIO 101.

BIO 201 Botany I 4(3-2)
A survey of the plant kingdom with emphasis on structure, physiology, reproduction, ecology, and classification of representative types.

BIO 202 Botany II 4(3-2)
A continuation of BIO 201.

BIO 203 Botany II 4(3-2)
A continuation of BIO 202.

BIO 204 Anatomy & Physiology I 5(4-2)
A miscroscopic and macroscopic study of the human body as a functioning system, including basic chemical and physical principles that pertain to cell structures and function, general body plan, skeletal and muscular systems. Prerequisite or Co - requisite: CHM 151.

BIO 205 Anatomy & Physiology II 5(4-2)
A continuation of BIO 204 including a study of human excretory, reproductive and endocrine systems; special senses, metabolism and immunity will also be covered. Prerequisite: BIO 204.

BIO 206 Anatomy & Physiology III 5(4-2)
A continuation of BIO 205 including a study of fluids and electrolytes, acids and bases and stress.

BIO 207 Microbiology 3(2-2)
A study of microbes with emphasis on the morphology, physiology and means of destruction of inhibition of human pathogens. Prerequisite: BIO 206.

BIO 211 Zoology I 4(3-2)
An introduction to the principles of Animal Biology with emphasis on the major phyla of animals; life histories, morphology, physiology and economic significance is stressed.

BIO 212 Zoology II 4(3-2)
A continuation of BIO 211.

BIO 213 Zoology III 4(2-3)
A continuation of BIO 212.

BIO 240 Genetics I 3(2-2)
An introduction to the principles of inheritance. Molecular aspects of gene action will be covered along with the Mendelian laws of transmission, the role of genes in human development and the genetics of populations.

BIO 241 Genetics II 3(2-2)
A continuation of BIO 240

BPR 110 Blueprint Reading & Sketching I 2(1-2)
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundation, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three - view and pictorial sketches.

BPR 113 Blueprint Reading & Sketching II 2(1-2)
Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes.

BPR 1101 Blueprint Reading 1(0-3)
This course covers interpretation and reading of blueprints, instruction and service manuals, and wiring diagrams.

BPR 1104 Blueprint Reading 2(1-2)
Interpretation and reading of blueprints as well as information concerning the basic characteristics of the blueprint: (i.e., lines, views, dimensioning procedures and notes).

BPR 1105 Blueprint Reading: Mechanical 1(0-3)
A continuation of BPR 1104 with a concentration on blueprints as they are used in industry; prints supplied by industry are examined; drafting room procedures, making plans for operations, and sketching to communicate ideas are covered. Prerequisite: BPR 1104.

BPR 1106 Blueprint Reading: Mechanical 1(0-3)
A continuation of BPR 1105; advanced blueprint reading and sketching particularly as they relate to detail and assembly drawings used in machine shops are treated, as well as the interpretation of drawings of complex parts and mechanisms.

BPR 1116 Blueprint Reading: Air Conditioning 2(1-3)
This course is designed for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading blueprints common to the air conditioning trades. Prerequisite: BPR 1105.

BPR 1117 Blueprint Reading: Welding 2(1-2)
A study of blueprints in which welding procedures are symbolically expressed. Course will focus on application and interpretation of welding symbols.

BPR 1118 Pattern Development and Sketching 2(1-2)
This course covers welding symbols, methods of laying out sheets of steel, sketching welding projects, jigs, and holding devices; developing pipe and angle layouts using patterns and template is also stressed.

BUS 101 Typewriting I 3(1-4)
This course emphasizes the study of keyboard, the mechanics of the typewriter necessary for acquisition of elementary typewriting skills, and development of speed and accuracy.

BUS 102 Typewriting II 3(1-4)
This course emphasizes improvement of typewriting skills, manuscript writing, basic letter writing, and tabulations. Prerequisite: BUS 101 or permission of instructor.

BUS 103 Typewriting III 3(1-4)
This course is designed primarily for students majoring in business and business education. Emphasized are legal typing, special reports for executives, tabulated reports and communications. Prerequisite: BUS 102 or permission of instructor.

BUS 104 Typewriting IV 3(1-4)
This course is designed especially to increase the proficiency of students who seek a career as clerk - typist, stenographer, or secretary. Prerequisite: BUS 103 or permission of the instructor.

BUS 105 Introduction to Business 5(5-0)
A survey course covering topics concerning the nature of the private enterprise system and its relationship to economic organization. Tools used in recording, appraising, and controlling business are covered. Government regulations, laws, taxes, and ethical standards are examined, as well as business finance, production, and marketing.

BUS 106 Business Law I 3(3-0)
A general course covering the fundamentals and principles of business law including contracts, and negotiable instruments.



BUS 107 Business Law II 3(3-0)
A study of business law emphasizing the study of laws pertaining to bailments, sales, risk - bearing, partnerships, corporations, mortgages, and property rights. Prerequisite: BUS 106.

BUS 108 Beginning Shorthand 4(3-2)
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

BUS 109 Intermediate Shorthand 4(3-2)
Continued study of theory with a greater emphasis on dictation for transcription. Minimum dictation rate of 60 words per minute for 3 minutes is the standard. Prerequisite: BUS 108 or a dictation rate of 40 words per minute on new material for 3 minutes.

BUS 110 Advanced Shorthand 4(3-2)
Introduction to office - style dictation. Emphasis is on development of speed in dictation and accuracy in transcription. Minimum dictation rate of 80 words per minute for 3 minutes is the standard. Prerequisite: BUS 109 or permission of instructor.

BUS 111 Principles of Accounting 4(3-2)
A study of the basic accounting procedures and the theory underlying those procedures. Introduction to the accounting cycle for the business enterprise is included.

BUS 112 Principles of Accounting 4(3-2)
A continuation of accounting theory developed in BUS 111 including accounting for plant assets, inventory, and introduction to partnership and corporate accounting. Prerequisite: BUS 111.

BUS 113 Principles of Accounting 4(3-2)
The study of accounting as applicable to the control of costs and development of managerial decision - making information. Prerequisite: BUS 112.

BUS 114 Secretarial Accounting I 4(3-2)
A plan of study designed to provide secretarial science and clerical students with the accounting background needed in the normal office situation, as well as an entire range of bookkeeping skills.

BUS 115 Secretarial Accounting II 4(3-2)
A continuation of BUS 114. Included are basic accounting principles and their application to a business situation including payroll computation and tax forms. Prerequisite: BUS 114.

BUS 116 Office Machines I 5(3-4)
Students are trained in the technique, process, operation, and application of the ten - key adding machines, electronic printing calculators, Burroughs posting machine and 29 Keypunch machine. Prerequisite: BUS 141.

BUS 118 Machine Transcription I 3(1-4)
This course provides training in transcribing from dictating machines, with special emphasis on typewriting speed, accuracy, and good English grammar usage. Prerequisite: ENG 101 & 102; BUS 101 & 102. The student should type at the minimum rate of 35 net words per minute and must pass the Odell or Tedens test with a score of 75 percent or better.

BUS 119 Machine Transcription II 3(1-4)
A continuation of BUS 118.

BUS 124 Business Finance 3(3-0)
A survey of finance. Topics studied include: financial institutions, financial instruments, and financial statements.

BUS 130 Introduction to Data Processing Systems 5(4-2)
This course introduces the student to Electronic Data Processing hardware components and their functions; study focuses on using the EDP system in solving business and social science problems; communicating with EDP terminology is stressed; the role of the computer in society and its effect on society is discussed.

BUS 141 Business Math 3(3-0)
This course stresses fundamental arithmetic operations and their application to business problems. Decimals, fractions and percentages as they relate to business operations are stressed.

BUS 142 Business Math 3(3-0)
This course stresses basic math operations related to accounting. Financial charges based on interest, payroll computation and payroll deductions, as well as depreciation are covered. Prerequisite: BUS 141 or permission of instructor.

BUS 170 Personal Economic Issues 3(3-0)
This course introduces basic economic theory and deals with its relationship to personal financial management.

BUS 206 Dictation and Transcription 4(3-2)
This course develops the skills of taking dictation and transcribing materials including a review of theory, and the dictation of familiar and unfamiliar material at varying rates of speed. Prerequisite: BUS 110.

BUS 207 Dictation and Transcription 4(3-2)
This course concentrates on development of accuracy, speed and vocabulary that will enable the stenographer to meet the demands of business, technical, and professional offices. Prerequisite: BUS 206.

BUS 208 Dictation and Transcription 4(3-2)
This course is mainly a speed building course concentrating on neatness as well as accuracy.

BUS 213 Office Procedures 5(5-0)
This course is designed to acquaint the student with typical responsibilities of the office worker, like receptionist duties, filing, handling the mail, sending telegrams, etc. Prerequisite: BUS 104.

BUS 219 Business Communications 3(3-0)
Techniques and style of writing various types of business communications are covered: business letters of all types, business reports of various types and spot announcements for radio and television. Prerequisites: ENG 101 & 102; BUS 101 & 102.

BUS 220 Human Relations in Business 3(3-0)
The problems of interpersonal relationships in organizations. Emphasis on motivation, morale, supervision, decision making, and communications.

BUS 221 Economic Principles I 5(5-0)
An introduction to economic principles, problems and policies, accounting, policy aspects of national income and product, as well as public finance, banking and international trade.

BUS 222 Economic Principles II 5(5-0)
This course focuses upon theories of production, determination of prices, distribution of income, monopolies, industrial relations and comparative economic systems. Prerequisite: BUS 221.

BUS 229 Personal Taxes 3(3-0)
The course is designed to enable the student to fill out his income tax returns (state and federal). The student will be able to fill out the tax forms and schedules that the average businessman, farmer, or professional person must complete and submit to the Federal Internal Revenue Service and the North Carolina Department of Revenue.

BUS 231 Fundamentals of Management I 3(3-0)
This course deals with a fundamental approach to the management process. An operational theory of management is developed which applies to all types of organizations.

BUS 232 Fundamentals of Management II 3(3-0)
This course covers management theory as it applies to various practical administrative situations. Prerequisite: BUS 231.

BUS 233 Personnel Management 3(3-0)
This course covers the employee - management relationship, labor unions, hiring and personnel development, financial compensations, and employee security.

BUS 235 Small Business Management 3(3-0)
This course covers the principles involved in business management: planning, controlling, directing and financing as related to a small business firm.

BUS 238 Marketing 3(3-0)
This course is designed to acquaint the student with the structure and functions of the marketing system.

BUS 239 Salesmanship 3(3-0)
A study of salesmanship including: the skills of good salesmanship, the selling process, consumer motivation, and the management of selling.

BUS 240 Advertising 3(3-0)
A theoretical and applied approach to managing advertising campaigns.

BUS 247 Business Insurance 3(3-0)
A presentation of the basic principles of risk, insurance, and their applications. A survey of the various types of insurance is included.

BUS 255 Key - Punch 3(1-2)
The course covers basic information for operation of card-punch machines through utilization of lecture, lab and practice set materials.

BUS 260 Business Filing 3(1-2)
The course covers fundamentals of indexing and filing for business. Methods covered are: Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

BUS 280 Accounting I 4(4-0)
This course is a comprehensive treatment of all up - to - date accounting principles and gives the student ample opportunity through examples, illustrations, and correlated activities to learn how the principles are applied.

BUS 281 Analyzing Financial Statements 4(4-0)
This course covers characteristics of Financial Statements and Financial Statement Analysis.

BUS 282 Bank Public Relations and Marketing 4(4-0)
This course discusses the basics of public relations, both internal and external, and seeks simply to provide an over - view of public relations and marketing.

BUS 283 Commercial Law 4(4-0)
This course is designed to teach the banker to act in accordance with established legal principles and to provide a general knowledge of legal problems pertaining to business and banking.

BUS 284 Credit Administration 4(4-0)
This course, directed toward the executive level, covers factors influencing and determining loan policy, methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans.

BUS 285 Economics 4(4-0)
This course explains how the economic system operates. It treats the determination of relative value in markets with different types of competition, applies the underlying principles of international economics and finance, and approaches the limitations and pitfalls of economics from the layman's viewpoint.

BUS 286 Effective English 4(4-0)
This course examines language usage from a communications theory standpoint and a grammatical standpoint. It also is concerned with language mastery through wide reading, an interest in words, and practice in writing.

BUS 287 Fundamentals of Bank Data Processing 4(4-0)
This survey course has been developed to meet the need for a broadly based and non - technical explanation of electronic data processing as applied to banks.

BUS 288 Bank Management 4(4-0)
This course covers new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provided new and experienced bankers with working knowledge of bank management incorporating case studies as examples.

BUS 289 Principles of Bank Operations 4(4-0)
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad, operational perspective.

BUS 290 Installment Credit 4(4-0)
This course emphasizes: establishing credit, obtaining information, servicing the loan, and collecting the amounts due in an efficient credit operation. Other topics discussed are inventory financing, special loan programs, business development and advertising, and public relations aspects of installment lending.

BUS 291 Supervision and Personnel Administration 4(4-0)
This course is designed to aid first - line supervisors in making a smooth transition from expert in a task to supervisor producing results through efforts of other people. The supervisor must reflect management attitudes, utilize management policies and achieve maximum production.

BUS 292 Accounting II 4(4-0)
The content of this course was selected with two major objectives in mind: immediate on - the - job usefulness, and contribution to the student's future growth in the banking field. The course consists of a detailed study of balance sheet items, covers manufacturing accounting and product costing, and includes an appropriate study of cost analysis for managerial decisions.

BUS 293 Law and Banking 4(4-0)
An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi - contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial papers, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform commercial Code.

BUS 295 Management of Commercial Bank Funds 4(4-0)
This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions are spelled out so that this text is useful to bankers in institutions of all sizes.

BUS 297 Real Estate Fundamentals 3(3-0)
This course covers the terminology and law of real estate, real estate financing and appraising, and the mathematics on North Carolina Real Estate Examinations.

BUS 1103 Small Business Operations 3(3-0)
This course is an introduction to the business world; it includes problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventory, layout of equipment and offices, methods of improving business, and employer - employee relations.

CDE 101 Observation and Recording 3(3-2)
This course is designed in order that the student may observe the physical and psychological actions of the pre - school child. Recording of these actions in different observation formats is an essential part of this course.

CDE 102 Rhymthic Activities and Creative Expression for Children 4(3-3)
This course is designed to acquaint the student with the different kinds of musical experiences that should be included in a child development program and how these experiences contribute to the development of the young child.

CDE 103 Child Development: Conception to Age Six 3(3-0)
This course is a detailed study of the child's development between the ages of conception to age six; factors covered are: effect of experiences on behavior patterns, attitudes and interpersonal skills; language utilization is also covered.

CDE 104 Foods For Children 4(3-2)
This course is designed to teach the nutritional needs of growing children. Food needs and menu planning for the mid - morning snack and lunch are covered.

CDE 105 Preschool Education 5(3-6)
This course deals with the various considerations one deals with when setting up a pre - school room (i.e., what equipment to purchase to augment muscle control, etc.,). Different types of pre - schools are presented in discussion.

CDE 106 Science for the Preschooler 4(3-2)
This course is designed to explore those basic everyday principles relevant to the child's interest about his environment.



CDE 107 Parent Education 2(2-0)
This course emphasizes family counseling procedures and techniques that will better prepare the student to relate to and work with parents.

CDE 108 Pre - School Practicum 5(3-5)
This course requires that the student work in the pre - school at least 9 hours per week; emphasis is on the incorporation of skills learned in prior CDE courses; the student is required to take initiative in planning activities for entire weeks and days.

CDE 109 Motor Development; Creative Movement 3(2-3)
This course involves the understanding of motor development during the preschool years and different ways to channel a child's movements into creative expression.

CDE 110 Creative Activities 4(3-2)
This course allows the student an opportunity to work with all types of media used in the preschool classroom in creative self - expression.

CDE 111 Literature for Children 3(3-0)
This course presents books and materials to be used in the preschool room; different types of literature are covered and different modes of utilization discussed.

CDE 112 Child Guidance 3(3-0)
This course is designed to acquaint the student with behavior problems in children during the preschool years and to discuss different methods for guiding children into acceptable behavior.

CDE 113 Marriage and Family Relationships 3(3-0)
This course is designed to discuss methods of solving problems which effect relationships within the family. Topics will include family management, types of family planning and services available within the community for all members of the family.

CDE 114 Internship in a Preschool Program 13(0-30)
This course includes a student teaching quarter in which the student teaches in a preschool setting.

CDE 115 Child Growth and Development: Middle Childhood to Adolescence 3(3-0)
This course is a detailed study of the developmental sequence between middle childhood and adolescence, emphasizing environmental and social factors, behavior pattern formation, and value system development.

CDE 116 Exceptional Children 3(3-0)
This course presents the etiology of the mentally retarded and the child with emotional problems. Problems that parents of these children have are explored.

CDE 117 Internship in a Public School Setting 5(-30)
This course includes a student teaching quarter in which the student teaches in a public school setting.

CHM 100 Introduction to Modern Chemistry 1(1-0)
This course is a general introduction to chemistry for non - chemistry majors. Topics include: fundamentals of chemistry, activities of the chemist, use of chemical research, household medicines and drugs, and radiochemistry.

CHM 101 General Chemistry 4(3-2)
This course provides instruction in the language of chemistry, fundamental laws and theories, elements and compounds, kinetic molecular theory, solutions, the gas laws and atomic structure. Prerequisite or Co - requisite: MAT 112.

CHM 102 General Chemistry 4(3-2)
This course emphasizes the mastery of formula and equation writing, chemical calculations, colloid chemistry, chemical equilibrium, redox and electro - chemistry; organic and nuclear chemistry and biochemistry are introduced. Prerequisite: CHM 101.

CHM 103 General Chemistry 4(2-4)
This course covers ionic equilibria in aqueous systems of weak electrolytes, the colubility, product principle, hydrolysis and semi - micro qualitative analysis. Prerequisite: CHM 102.

CHM 151 Chemistry for the Allied Health Sciences 3(2-2)
This course is designed for students in the health - related programs. Emphasis is on the practical aspects of inorganic and organic chemistry and biochemistry.

CHM 203 Instrumental Quantitative Analysis 6(3-6)
A study of the principles of volumetric, gas chromatography, instrumentation and techniques of spectrophotometry, and radiochemical methods of analysis. Practical laboratory determinations of common metals, nonmetals, acids, and bases are conducted. Prerequisite: CHM 101, CHM 102, CHM 103 or permission of the instructor.

CIV 101 Surveying 5(3-6)
This course covers the theory and practice of plain surveying, including taping, differential and profile leveling, earth work computations, transit stadia, tape surveying, and the development of topographical maps and symbols.

CJC 101 Introduction to Criminal Justice 5(5-0)
This course is designed to familiarize the student with the philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, an evaluation of law enforcement's current position, and orientation relative to the profession as a career.

CJC 102 Criminal Law I 3(3-0)
This course is designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina Law.

CJC 103 Criminal Procedure 2(2-0)
This course is designed to provide the student with a review of court systems; procedures from incident to final disposition including the knowledge of how to legally and effectively question suspicious persons, witnesses, suspects, etc.; principles of constitutional, federal, state and civil laws as they apply to and affect legal and effective search, seizure and arrest, booking procedure; types of search and how to effect an arrest or search.

CJC 104 Introduction to Criminology 5(5-0)
This course is a survey of the different crimes, including problems involving juveniles and how to handle them; theories and factors attributing to criminal behavior are covered; the student will study some of the penal and correctional procedures which have been used in the past as well as some of the contemporary methods.

CJC 105 Criminal Evidence 3(3-0)
This course covers the kinds and degrees of evidence and rules governing the admissibility of evidence in court. This course gives the student the necessary practical knowledge to investigate, prepare and present cases to the courts.

CJC 106 Community Relations 2(2-0)
This course is designed to create an awareness of the need for a good police and community relationship; problems confronting police personnel in achieving this goal; solutions to these problems including a survey of non - police agencies dealing with police problems and how they can best work together to achieve their common goal.

CJC 107 Applied Police Psychology 3(3-0)
This course builds upon the principles of psychology taught in PSY 201. It is designed to assist law enforcement officers in a better understanding of relationships on the job, at home, and in the community as members of the law enforcement team. Also included will be practical knowledge of how to handle "domestic difficulties," and disturbed persons (mental, emotional, opposite sex, etc.).

CJC 108 Criminal Law II 3(3-0)
This course is a continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. This course will give the student the knowledge to enable him to perform primary Law Enforcement functions effectively and properly. Primary emphasis will be placed upon North Carolina Law. Prerequisite: CJC 102.

CJC 200 Motor Vehicle Laws 3(3-0)
This course is a study of the traffic enforcement codes with primary emphasis placed on North Carolina Law.

CJC 201 Organization and Administration 5(5-0)
This course is an introduction to the principles of organization and administration including their application to field services, such as: vice control, traffic patrol, criminal investigation, and juvenile division. A discussion of the service functions: (e.g. training, communications, two - way radio, PIN system service functions, and signals, records, property maintenance and miscellaneous services).

CJC 202 Introduction to Criminalistics 5(5-0)
This course is a general survey of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students.

CJC 203 Interviews and Interrogations 3(3-0)
This course covers the various sources of information available to law enforcement agencies and the techniques used in interviewing and interrogating.

CJC 204 Police Supervision 3(3-0)
A continuation of CJC 201. Emphasis is on developing supervisory and management techniques employed at the various levels of police work.

CJC 205 Identification Techniques 4(4-0)
The student will study various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and faking rolled impressions will be developed through lab practice. Instruction will be given in the more popular ten finger and single print classification systems. An introduction will be given to the process of comparing latent lifts and rolled impressions and in preparing them for courtroom presentation.

CJC 207 Criminal Justice Photography 4(3-2)
This course is a study of photographic equipment and its applications to the field of law enforcement. Instruction will be given in all phases of the photographic process including crime scene surveillance, macro and micro photography, as well as the development of negatives and prints.

CJC 208 Criminal Investigation 5(5-0)
This course introduces the student to the fundamentals of investigating: crime scene search, recording, collection and preservation of evidence, case preparation and court presentation, and the investigation of specific offenses (e.g. arson, narcotics, sex, larceny, burglary, robbery and homicide).

CJC 209 Forensic Science 4(4-0)
This course is a survey of the various sciences and their application to the field of law enforcement. A study of the theory and techniques used in the more common analyses: flammable accelerants, explosives, serial number restoration, firearms, primer residue tests, etc.

CJC 211 Corrections, Administration, and Organization 5(5-0)
This course emphasizes the principles of administration in the correctional setting including budgeting and financial control, recruitment and development of staff, administrative decision making, public relations and other correctional administrative functions.

CJC 212 Correction 5(5-0)
This course is an examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. This course provides a history and philosophy in the field of correction.

CJC 213 Confinement Facilities Administration 3(3-0)
This course is designed to familiarize the student with the supervision and administration of confinement facilities, involving techniques of inmate supervision, security, medical care of prisoners, food preparation, sanitation, various legal aspects controlling detention facilities, correctional institutions, and jails.

CJC 214 Corrections Law 3(3-0)
This course is designed to familiarize the student with the specific laws as they pertain to correction, care, custody, and control.

CJC 215 Counseling 3(3-0)
This course is designed to present the basic elements of counseling as they apply to different socio - economic groups in our society.

CJC 216 Community Based Corrections 3(3-0)
Community resources that can be utilized in the correctional process are examined in this course; included are: vocational rehabilitation, alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private volunteer, professional assistance, legal aid, and other pertinent services.

CJC 217 Corrections Counseling 5(4-2)
This course is designed to provide the student with information pertaining to counseling techniques as they apply to the needs of a correction officer. Time is provided for role playing and other useful techniques.

CJC 218 Paroles, Probation, and Pardons 3(3-0)
Probation as a judicial process and parole as an executive function are examined in this course, as well as community - based correctional operations.

CJC 219 Rehabilitation 3(3-0)
This course is designed to provide the student with the opportunity to explore the different avenues of rehabilitation. New and innovative techniques of rehabilitation are emphasized as they relate to successful methods.

CJC 220 Mental Retardation 3(3-0)
This course is designed to provide the student with the opportunity to acquire an understanding of the mentally retarded person in terms of the individual's behavior as it relates to confinement.

CJC 221 Administration of Security Systems 4(4-0)
This course provides guidance to students who recognize the need for professional management of their protection objectives; it is intended to assist the student in ordering his priorities into a formalized management program which will fix accountability for losses as well as define where the most appropriate protection investment should be made. It is the purpose of this course to provide the student with an orderly process in which implementable protection programs can survive and perform effectively.

CJC 222 Surveillance Techniques 3(3-0)
This course is designed to cover all types of surveillance techniques and includes the use of the surveillance equipment. Emphasis is placed on loss prevention in relation to employee and customer activities in industrial, commercial, and retail settings.

CJC 223 Security Systems 5(5-0)
This course is designed to introduce the student to an overview of the total security concept. The topic is broken down into industrial, commercial, and retail security.

CJC 224 Property Control 3(3-0)
This course is designed to provide the student with an understanding of the physical layouts and control procedures of industrial, commercial, and retail facilities. Methods of protection including: electrical gates, magnetic passes, perimeter lighting, alarm systems, fencing, and other means of protection are covered.

CJC 225 Common Carrier Protection 3(3-0)
This course is designed to provide the student with an understanding of various common carrier functions. Effective control measures including: bills of lading waybills, notices of shipment, and free astray forms are presented as they relate to the security officer's function. ICC regulations as they relate to company policies and state laws are covered.

CJC 226 Industrial Accident Investigation and Reporting 3(3-0)
This course is designed to present techniques and procedures that will enable the security officer to adequately investigate an industrial accident and report relevant facts important to the investigation. Familiarization with pertinent phraseology and terms is stressed.

CJC 227 Civil and Criminal Legal Responsibility 3(3-0)
This course emphasizes the civil and criminal legal responsibility of security personnel. It involves control and supervision of company property including entries and exits. It stresses the legal liability of the individual and the company.

CJC 228 Electronic Detection and Polygraph 5(5-0)
This course is designed to provide the student with an understanding of electronic detection devices and equipment. It stresses legalities which limit their use. The use of the polygraph as an investigative aid is covered.

CJC 229 Security Investigation 3(3-0)
This course is designed to familiarize the student with utilization of personnel security questionnaires and other sources of background data to assure complete investigations. Familiarization with investigative techniques and procedures are emphasized.

CJC 230 Retail Security 3(3-0)
This course is designed to familiarize the student with information concerning all aspects of retail security protection. Internal safeguards including employee and customer activities are covered.

CJC 231 Fire Prevention and Security 3(3-0)
This course presents information on the different types of fires and their prevention. Types of fire extinguishers and fire alarm systems are presented. Methods of organizing and training fire brigades are stressed.

CJC 232 Self - Defense: Forms and Positions 2(0-6)
This course deals with the various forms and positions necessary in preparing one physically to develop himself adequately in self - defense methods. Mental concentration and muscle control are stressed.

CJC 233 Control Methods in Self - Defense I 2(0-6)
The following methods are covered and practiced until a high degree of performance is reached: arm locks, come - alongs, restraints and chokes; how to remove subjects from chairs and automobiles; the use of cloth, coat or collars for restraint or takedown; and handcuffing techniques. Prerequisite: CJC 232 or permission of the instructor.

CJC 234 Control Methods in Self Defense II 2(0-6)
This course trains the student in various control methods: use of a police club, arm and hand blows, and kicks. The location and use of nerve centers and pressure points, and defense against grabbing or scratching attacks are essential components of this course. Prerequisite: CJC 233 or permission of the instructor.

CJC 235 Control Methods is Self - Defense III 2(0-6)
This course will concern itself with how to deal with various types of attacks including: an attack from the rear, defense against an attack from the rear, defense against an attack by fists, clubs or sticks; defense against slashing or stabbing, knife attacks and also how to deal with an attack by firearms. Prerequisite: CJC 234 or permission of the instructor.

COS 1101 Introduction to Cosmetology 5(5-0)
This course is designed to introduce the student to the role of the cosmetologist, and to acquaint the student with the basic knowledge a cosmetologist must have, including: the chemical composition of shampoos, rinses, hair and scalp conditioners, and the structure of the hair.

COS 1102 Mannequin Practice 10(0-30)
This course is designed to present hair shaping (razor method), hair styling, permanent waving, manicuring, shampooing, and scalp treatments. Demonstrations precede mannequin practice by students.

COS 1103 Basic Theory of Cosmetology I 5(5-0)
Hair coloring, manicuring, thermal waving, diseases of the nails, skin, scalp and hair; the pressing comb and thermal iron, massage, electricity and light therapy are covered in this course. Prerequisite: COS 1102.

COS 1104 Practical Skills in Cosmetology I 9(0-27)
A continuation of COS 1103. The student works on live subjects as well as on mannequins; hair shaping (scissor method), complex styles, the basic practices of hair coloring, lash and brow tinting, wig care, hair pieces and facials.

COS 1105 Basic Theory of Cosmetology II 5(5-0)
This course is designed to treat the parts of the anatomy which have relevance to cosmetology; also covered are facial treatments, facial make - up, the chemistry of facial cosmetics, and wigs and their care.

COS 1106 Practical Skills in Cosmetology II 9(0-27)
A continuation of COS 1104. The student works almost exclusively on live subjects. This course covers: hairstyling of long hair, hot oil manicures, facials with make - up, special hair cuts, special effects achieved with hair coloring and the air oxidation method of permanent waving. Prerequisite: COS 1104.

COS 1107 Salon Management 5(5-0)
This course is designed to introduce the student to the many aspects of salon management. Field trips to salons in the area will be made, and the business and legal aspects of owning a salon covered.

COS 1108 Advanced Hairdressing 9(0-25)
In this course, the student will work mainly on live subjects; areas covered are: new trend hair styles, new procedures and products in cosmetology; a great deal of attention is given to the individual student's needs; upon successful completion of this course, the student will be prepared for salon work.

COS 1199 Review of Basic Skills 9(0-25)
This course is designed for the student who wishes to be able to qualify for the South Carolina and other state boards of cosmetic art which require 1500 hours of schooling. Students enrolled in COS 1199 are allowed to attend any classes in cosmetology which may be beneficial to him - her.

DFT 101 Technical Drafting I 2(2-1)
This course covers the principles and practices of print reading and the description of objects in graphic language as well as fundamental drafting skills and techniques.

DFT 102 Technical Drafting II 2(1-2)
A continuation of DFT 101.

EDU 101 Math for the Preschooler 4(3-2)
This is a math course designed for those who will be teaching children between the ages of two and six. Topics covered include: mathematical ideas, problem solving with children, techniques and skills of computation, developing creative environments, and those mathematical concepts which should be acquired by the young child. The child development lab is utilized.

EDU 201 Introduction to Education 5(5-0)
This course is an introduction to the fundamental principles, techniques and procedures, objectives and historical views in education. It is designed primarily for students beginning professional training in teacher education.

EDU 202 Social Foundations of Education 5(5-0)
This course covers the educative effects of social structure, social values, and social demands upon the schools. Emphasis is placed upon the relationship between the home, church and school. Prerequisite: EDU 201 or permission of instructor.

EDU 230 Introduction to Industrial Education 5(5-0)
This course concerns the place of vocational education in a program of public education and the fundamental principles upon which this work is based.

EDU 240 Methods of Teaching Industrial Subjects 5(5-0)
This course is a study of effective methods and techniques of teaching industrial subjects. Class organization, student - teacher planning, methods of teaching manipulative skills and related information are emphasized. Also covered are: lesson planning, shop safety, and evaluation. Teaching problems are studied and analyzed following directed observations in the public schools.

EDU 250 Instructional Media 5(5-0)
This course is an introduction to audio - visual instruction with an emphasis on equipment operation.

EDU 260 History and Philosophy of Industrial and Technical Education 5(5-0)
This course is a historical study of the trade and technical education movement. Changing concepts of industrial and technical education in American education are explored from an economic, sociological, and psychological perspective.

ELC 112 Direct and Alternating Current 10(5-15)
This course examines the structure of matter, the electron theory, the relationship between voltage, current and resistance in series, parallel and series — parallel circuits; Ohms and Kirchoff's laws are covered as well as sources of direct current potentials; fundamental concepts of alternating current flow are emphasized.

ELC 113 Alternating Current and Direct Current Machines and Controls 9(5-12)
This course provides training in the fundamentals of single and polyphase alternating current circuits, voltage, currents, power instruments, transformers and motors; instruction is given in the use of electrical test instruments in circuit as well as in A. C. and D. C. machines and simple system controls; industrial controls are stressed.

ELC 114 Residential Wiring 8(5-9)
This course provides training in the application of blueprint reading, planning, layout, and installation of wiring in residential type settings.

ELC 115 Commercial and Industrial Wiring 9(5-12)
This course provides training in the layout, planning, and installation of wiring systems in commercial and industrial complexes; blueprint reading, the National Electrical Code, and practical experience in conduit preparation, and installation of simple systems.

ELC 215 Electrical Machines 4(2-5)
This course covers the principles of direct — current generators and motors, characteristics of the various types of electrical machines, alternating — current generators, transformers, three phase motors, synchronous motors and single phase motors.

ELC 225 Electrical Controls and Circuits 6(3-9)
This course is an in-depth study of control systems for acceleration, speed, and braking; typical controls for air conditioning, refrigeration and heating are also stressed. Prerequisite: ELC 215.

ELC 235 Planning Electrical Installations 5(3-6)
This course stresses the National Electrical Code regulations, power requirements and typical design of industrial and commercial installation, as well as design and calculation of illumination and electric heating systems. Prerequisite: ELC 225.

ELC 1102 Applied Electricity 3(2-3)
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble - shooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring. Prerequisite: PHY 1101.

ELN 101 Instruments and Measurements I 2(1-2)
This course is a study of basic electronic instruments, theory of operation, their functions, tolerances and calibration; service and laboratory instruments are covered; lab experience provides experience with each type of instrument studied.

ELN 102 Instruments and Measurements II 2(1-2)
A continuation of ELN 101.

ELN 105 Control Devices 7(5-4)
This course is an in-depth study of the electrical characteristics of vacuum tubes, and transistors; the basic parameters and applications of each type device to the three configurations of a three terminal two port system will be covered.

ELN 108 Industrial Electronics I 5(3-6)
This course thoroughly examines vacuum tubes such as diodes, triodes, tetrodes, pentodes, and gaseous control tubes in terms of basic theory, operating characteristics, and application; amplifiers using triodes, power supplies using diodes and other basic applications are introduced.

ELN 109 Industrial Electronics II 5(3-6)
This course covers basic industrial systems, heating systems and controls, magnetic amplifier controls, electronic systems commonly found in industrial settings.

ELN 210 Semiconductor Circuit Analysis 6(5-2)
This course is an in-depth study of the analysis and design of transistor circuits. Total circuits are analyzed and evaluated; HYZ and T parameters are utilized as well as signal - flow graphs.

ELN 214 Wave Shaping and Pulse Circuits I 3(2-2)
This course covers broadband amplifiers, magnetic amplifiers, multivibrators, wave shaping, techniques, chopper amplifiers, clipper and clamper circuits.

ELN 215 Wave Shaping and Pulse Circuits II 3(2-2)
A continuation of ELN 214. Pulse techniques, diode switches, gates, step counters, restorers and other specific circuits which function as switches are covered.

ELN 220 Electronic Systems 7(5-4)
This is a "block diagram" course investigating numerous electronic systems; modules or blocks of various circuits already studied are arranged in various manners to produce complex electronic systems. Co - requisite: ELN 215.

ELN 235 Special Devices 3(2-3)
This course gives the student an adequate background in numerical control machinery theory; it includes a study of the newest devices used in electricity and electronics. Prerequisites: ELC 215, ELC 225, and ELN 214.

ELN 1104 Fundamentals of Electronics I 4(2-4)
The structure of matter and the electronic theory as well as the relationship between voltage, current and resistance in series, parallel and series-parallel circuits are covered in this course; alternating current flow, which includes resistors, capacitors, coils, transformers and sources of AC and DC potential are also studied.

ELN 1105 Fundamentals of Electronics II 4(2-4)
This course is an introduction to vacuum tubes, diodes and transistors.

ELN 1106 Amplifier Systems and Servicing 4(2-4)
This course is an introduction to the various types of amplifier circuits used in monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. Servicing techniques are emphasized.

ELN 1107 Practical Radio Servicing 4(2-4)
This course is a study of the principles of radio reception and practices of servicing.

ELN 1115 Television Receiver Circuits and Servicing I 4(2-4)
This course is a study of the principles and functions of television receivers; the components of television receivers (monochrome and color) are studied in depth; troubleshooting techniques and repair with the proper use of test equipment is stressed.

ELN 1116 Television Receiver Circuits and Servicing II 4(2-4)
A continuation of ELN 1115. This course deals more in - depth with the theory of operation of color television circuitry. Specialized servicing techniques are stressed.

ELN 1130 Two - way Mobile Maintenance 6(3-6)
A course to acquaint the student with the theory and maintenance of fixed station and mobile station transmitters and receivers. Except for radio laws, sufficient information will be given to qualify the student to take the FCC second class radiotelephone license examination. Permission of instructor required.

ENG 101 Freshman English 3(3-0)
A study of language and literature with particular emphasis on expository and critical writing; writing descriptive, narrative, and argumentative themes based upon the reading of essays is covered. (Reading Improvement or College Reading is now a separate course.)

ENG 102 Freshman English 3(3-0)
A continuation of freshman English including an introduction to the short story and drama. Written analyses. Prerequisite: ENG 101.

ENG 103 Freshman English 3(3-0)
A continuation of freshman English including the study of the novel and poetry. Research papers based on casebooks and the library. Prerequisite: ENG 101.

ENG 104 Technical Report Writing 3(3-0)
A course in which the student is able to make practical application of his knowledge of English to experiences relevant to his curriculum with emphasis on forms of business communications such as letters, memoranda and short reports. This course will give the student the knowledge and ability to prepare reports consistent with his job responsibility.

ENG 114 Literature for Children 3(3-0)
A course which presents books and materials to be used in the pre - school room; different types of literature are covered and different modes of utilization discussed.

ENG 151 Voice and Diction 3(3-0)
A course designed to improve the student's voice quality and articulation through concentration on the International Phonetic Alphabet, focus on the physiological processes of human speech production, and the articulation of selected reading materials.

ENG 161 Fundamentals of Speech Communication 3(3-0)
A course concerned with the applicability of communications theory to various communication situations; these include interpersonal, small group, public addresses, mass communication, etc.

ENG 201 English Literature 3(3-0)
A survey of English literature from Beowulf to 1600, including Chaucer, Spenser, and Shakespeare. Written analyses required. Prerequisite: ENG 103 or permission of instructor required.

ENG 202 English Literature 3(3-0)
A survey of English literature from 1600 to 1850, including Donne, Jonson, Milton, Swift, Pope and the major Romantic poets; Written analyses. Prerequisite: ENG 103 or permission of instructor required.

ENG 203 English Literature 3(3-0)
A survey of English literature from 1850 to the present, including Tennyson, Browning, Arnold, Hardy, Shaw, Conrad, Yeats, Joyce, Lawrence, and Eliot; written analyses required. Prerequisite: ENG 103 or permission of the instructor required.

ENG 205 American Literature 3(3-0)
A survey of American literature from the Colonial Period to the Civil War. Major emphasis will be placed on the works of Hawthorne, Poe, Melville, Emerson, and Thoreau. Prerequisite: ENG 103 or permission of the instructor required.

ENG 206 American Literature 3(3-0)
A survey of American literature from the Civil War to the start of the Twentieth Century. Major emphasis will be placed on the works of Whitman, Crane, Dickinson, Twain, London, and Norris. Prerequisite: ENG 103 or permission of the instructor required.

ENG 207 American Literature 3(3-0)
A study of major American authors of the twentieth century including Dreiser, O'Neill, Frost, Fitzgerald, Hemingway, Wolfe, and Faulkner. Prerequisite: ENG 103 or permission of instructor required.

ENG 210 Interpersonal Communications 3(3-0)
A course emphasizing dyadic communication. The approach is twofold: to increase the student's knowledge of how the process works by increasing his interpersonal communication skills, and to increase the student's understanding of why the process works by exposure to views of various communication theorists.

ENG 211 Public Speaking 3(3-0)
A study of basic speech skills including speech preparation, composition and delivery. Practical training in the presentation of short speeches is emphasized. Prerequisite: ENG 151.

ENG 221 Creative Writing 2(3-0)
A course in which the basic materials and techniques of good writing, particularly poetry and the short story, are examined. Extensive student practice is required. Skills are to be developed through class criticisms of each student's own work in addition to assigned readings by professional writers.

ENG 231 World Literature - Ancient Greeks and Romans Through European Literature of Middle Ages 3(3-0)
A study of the great epics and other works of literature of the ancient world, including the Bible, Homer, Sophocles, Aeschylus, Euripides, Aristophanes, Plato, Aristotle, Cicero and Virgil. A survey of Medieval dramas and tales, including Dante, Boccaccio, Chaucer, and other Italian, English, and French writers. Written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 232 World Literature - The Renaissance Through Neoclassicism 3(3-0)
Primarily a study of Spanish, French, English, and Italian comedies and tragedies. The course includes Cervantes; Rabelais, Moliere, Voltaire; Shakespeare, Marlowe, Milton; and Petrarch, Catiglione, Machiavelli. Written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 233 World Literature - Romanticism to Present Day 3(3-0)
A study of European and American literature, including Rousseau, Goethe, Poe, Melville, Flaubert, Dostoevsky, Tolstoy, Chekhov, Ibsen, Gide, Sartre and Camus, with written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 241 Black American Literature 3(3-0)
A study of Black American prose and poetry with emphasis on writers of the twentieth century. Writers studied may include: Hughes, Douglas, Ellison, Baldwin, Wright, Baraka, Killens, McKay, Cullen, Brooks, Giovanni, and Dunbar. Written analyses and evaluations are required. A sophomore and - or advanced freshman course. Prerequisite: ENG 101 or permission of the instructor required.

ENG 1101 Reading Improvement 3(3-0)
A course concentrating on improving the student's ability to comprehend what he reads by training him to read more rapidly and accurately. Special machines are used for class drill. Reading faults of the individual are analyzed for improvement, and principles of vocabulary building are stressed.

ENG 1102 Communication Skills 3(3-0)
A course emphasizing development of the ability to communicate effectively through the medium of good language usage in speaking and writing. Organizing thoughts and presenting thoughts effectively in connection with problems are stressed.

ENG 1103 Language Skills: Practical Nursing 5(5-0)
This course covers the three basic language skills: reading, writing, and speaking. The course is organized and taught mainly for those students in the Licensed Practical Nursing Program and attempts to develop effective communication skills which would be applicable to this field of work.

FOR 101 Introduction to Forestry 3(3-0)
This course introduces the student to the forest and the field of forestry; the benefits that mankind derives from the forest and the relationship of mankind and the forest are stressed.

FOR 102 Forest Botany and Ecology 5(4-3)
This course is a basic botany course oriented toward forest vegetation; it is an investigation into the internal and external structures and processes of plants and trees.

FOR 103 Woodsmanship and Camping 3(2-3)
This course deals with the proper clothing, equipment and safety in forested areas. Considerable emphasis is on personal and group safety, proper selection and use of outdoor tools and equipment and survival skills.

FOR 105 Forest Soils 3(2-3)
This course is an introduction to basic soils of the forest. Principles of soil conservation and forest soil reclamation, forest soil management, and the effects of soil conditions on forest growth are emphasized.

FOR 107 Plant Identification 4(2-4)
This course entails classification of trees and field identification of selected species of trees. Instruction includes uses, silvicultural characteristics and also the aesthetic values of trees and other plants.

FOR 205 General Construction 5(3-6)
This course is designed to acquaint the student with frame construction, mortar preparation and selection of materials and design so that he - she can undertake certain construction and reparations. Considerable emphasis will be on blueprint reading.

FOR 221 Applied Silviculture 3(2-3)
This course covers the establishment, development, caring for, and harvesting stands of timber. Emphasis is placed on developing techniques which complement both aesthetic values and ecological relationships in the forest.

FOR 222 Forest Mensuration (guided elective) 3(2-3)
This course introduces the student to the tools and techniques used in measuring the forest and its products. Timber cruising is stressed. Prerequisite: FOR 105, FOR 197, FOR 221.

FOR 223 Forest Field Study Seminar (guided elective) 3(2-3)
This course will involve the student, in a working situation, with field practices that were studied in the prerequisite courses. On the job training will be encountered in fire suppression, silvicultural practices. Prerequisite: FOR 222.

FRE 101 Elementary French 4(3-2)
A study of basic French grammar. Aural - oral ability of students will be developed along with reading of texts and writing exercises. Tests are available for those who have had a previous background in French, but desire aid in determining which level is appropriate to begin their studies.

FRE 102 Elementary French 4(3-2)
A continuation of FRE 101.

FRE 103 Elementary French 4(3-2)
A continuation of FRE 102.

FRE 201 Intermediate French 4(3-2)
A systematic review of French Grammar in conjunction with reading of French civilization and culture. Special emphasis is placed on development of reading comprehension. Students attend a language lab two hours per week. Prerequisite: FRE 103 or a minimum of two high school units of French.

FRE 202 Intermediate French 4(3-2)
A continuation of FRE 201.

FRE 203 Intermediate French 4(3-2)
A continuation of FRE 202.

FRE 211 Advanced French 4(3-2)
The first in a sequence of courses conducted in the language, stressing the culture and history of France, principally as reflected in the literature. Emphasis is on selections from French literature from Chanson de Roland to the present. Prerequisite: FRE 203 or permission of instructor required.

FRE 212 Advanced French 4(3-2)
A continuation of FRE 211.

FRE 213 Advanced French 4(3-2)
A continuation of FRE 212.

GEN 100 Local History and Genealogical Research 3(3-0)
This course is an overview of regional history with an emphasis on local history. Historical research methods as well as primary and secondary sources of information are examined. The use of public records in genealogical research is emphasized.

GEO 101 Regional Geography 3(3-0)
This course is an introduction to basic geography; maps, map - making, problems encountered in this field and various solutions to these problems, exploration or regional types, some relevant natural history and some relevant natural science are included.

GEO 102 Regional Geography 3(3-0)
This course uses a problems approach to international problems. The effects of the topography of a region on its inhabitants is explored; regions studied may include: Central and South America, emerging West Africa, the Peoples Republic of China, The USSR and the United States.

HED 201 Personal and Community Health 5(5-0)
The course deals with the development of all aspects of personal and community health.

HED 206 First Aid and Safety 3(3-0)
This is a basic health education course designed to teach the fundamentals of administering first aid. Emphasis is on accident prevention and practical application of first aid skills. The American Red Cross Standard Certificate will be issued to students with a grade of "C" or better.

HIS 101 Western Civilization 3(3-0)
A general survey of the ancient Near East, the classical civilizations of Greece and Rome, the new religious civilizations of the early Middle Ages, and the Middle Ages.

HIS 102 Western Civilization 3(3-0)
A survey of the Age of the Reformation, exploring colonization and the Commercial Revolution, the Age of Absolutism, the Intellectual Revolution, the Age of Democratic Revolutions, and the Napoleonic Era.

HIS 103 Western Civilization 3(3-0)
A survey of the European political revolts of 1830 and 1848, the political unification of Germany and Italy, European Neoimperialisms, European political developments of the late 19th Century; World War I and its aftermath, the rise of European totalitarian states, the upsurge of nationalism in Africa and the Orient, World War II, and the Cold War.

HIS 201 American History 3(3-0)
A survey of the Colonial Period and early National Period covering: colonization, the American Revolution, the adoption of the Federal Constitution, and the development of the National Government through the Missouri Compromise.

HIS 202 American History 3(3-0)
A survey of the Nineteenth Century covering: the tariff crisis, the Compromise of 1850, the Secession Movement, the Civil War, Reconstruction, big business, organized labor, and free silver crusade.

HIS 203 American History 3(3-0)
A survey of the Twentieth Century covering: The Progressive Movements, international problems, the First World War, the Depression, the New Deal, the Second World War, and the Post War Era.

HIS 210 North Carolina History 5(5-0)
A study of the history of North Carolina from its colonial beginnings to the present.

HIS 211 The Recent Far East 5(5-0)
A historical survey of China and Japan emphasizing imperialism, domestic developments and recent international relations.

HIS 212 Russia and the Soviet Union 5(5-0)
A general survey of Russian history from the establishment of the Grand Principality of Kiev through the creation of the Russian Empire under the Romanovs, the Revolution of 1917, and the development of the Soviet State.

HIS 214 American and Asia: A Clash of Cultures 3(3-0)
An examinaion of the historical relationships and interactions between the United States and two traditional Asian rivals - China and Japan. Beginning with a brief overview of the historical development of China and Japan, the course will then describe the stormy and often controversial clash of cultures as growing American power and influence, particularly after 1800, brought it into contact with the two Asian powers.

HOR 204 Horticulture 3(2-3)
This course covers: propagating techniques, planting procedures, watering and fertilizing techniques, directing plant growth, summer heat and winter cold, controlling pests and diseases, weeding procedures and maintenance.

HUM 121 French Culture 2(2-0)
The first in a sequence of courses conducted in English which explore the geography, economy, politics, and local customs of France. There is a brief overview of French literature and history as well as an emphasis on current events.

HUM 122 French Culture 2(2-0)
A component of the French Culture Sequence (no prerequisite).

HUM 123 French Culture 2(2-0)
A component of the French Culture Sequence (no prerequisite).

HUM 131 Spanish Culture 2(2-0)
The first in a sequence of courses conducted in English which explore the geography, economy, politics, and local customs of Spain. There is a brief overview of Spanish literature and history as well as an emphasis on current events.

HUM 132 Spanish Culture 2(2-0)
A component of the Spanish Culture Sequence (no prerequisite).

HUM 133 Spanish Culture 2(2-0)
A component of the Spanish Culture Sequence (no prerequisite).

HUM 151 The Nature of Language 2(1-2)
This course is a basic introduction to semantics, body language, language comparison dialects, and the effects of language. Students have the opportunity to utilize a variety of audio - visual media, as well as to participate in games and activities involving the manipulation of language.

HUM 201 Humanities 5(5-0)
A team - taught interdisciplinary introduction to the cultural and intellectual progress of modern man, with particular emphasis on life in our southeastern North Carolina tri - cultural society. The course is project - oriented and is designed to begin where the student finds himself in relation to his appreciation of art, music, history, literature, and philosophy, help him discover how he got there, and where he goes next in the humanistic tradition. The subject is man; the spirit is critical and speculative; and the goal is realization of the worth of the individual.

HUM 202 Humanities 5(5-0)
A continuation of HUM 201.

HUM 204 The Italian Renaissance 5(2-6)
An introductory study of the art, literature, politics, philosophy and religion of southern renaissance man. Through reading, film studies and lectures the students will become familiar with the art treasures they will see first hand in museums in Florence, Rome and Venice. (Study tour of Italy required.)

HUM 205 Classical Greece 5(2-6)
An introductory study of the philosophy, politics, art, architecture, and literature of Heladic and classical Greece. Students will read from original sources and commentaries on the Greek view of the nature of art and man. Film studies will acquaint the students with the places they will visit while in Greece. (Study tour of Greece is required).

HUM 206 Our British Heritage, Part I 5(2-6)
A travel - study course dealing with the history, geography and government of Great Britain with special attention to those aspects of British culture that have had the greatest influence on the United States. Students will examine British constitutionalism and our rich heritage of the English common law tradition. (Study tour of Britain required.)

HUM 207 Our British Heritage, Part II 5(2-6)
A travel - study course dealing with the literature, art and philosophy of Great Britain with special attention to those aspects of British culture that have had the greatest influence on America. (Study tour of Great Britain is required in conjunction with HUM 206.)

JOU 101 Principles of Journalism 1(1-0)
This course is an introduction to reporting the various types of news for a newspaper, and emphasizes the various types of writing skills required by each of the different forms (i.e. the general news story, the feature, the editorial, etc.). Broadcast journalism will be introduced when appropriate.

JOU 102 Principles of Journalism 1(1-0)
A continuation of JOU 101.

JOU 103 Principles of Journalism 1(1-1)
A continaution of JOU 102.

MAT 100A Arithmetic Refresher 1(5-0)
An intensive review of the basic arithmetic operations covering: whole numbers, common fractions, decimal fractions, per cent and its application.

MAT 100B Introduction to Algebra 1(5-0)
A study of basic algebra for the student who is to continue studying math. The study begins with the arithmetic operations of the integers and extends through simple algebraic expressions.

MAT 101 Fundamentals of Mathematics 3(3-0)
This is the first course in a three - quarter sequence for liberal arts students. Included are: flow diagrams, functions, integers, operations, decimals and real numbers, linear equations, inequalities, and algebra of rational expressions. Prerequisite; Two years of high school algebra or MAT 100B, or permission of the instructor.

MAT 102 Fundamentals of Mathematics 3(3-0)
A continuation of MAT 101. Included are: exponets and factorials, and polynomial expressions with an emphasis on quadratic polynomials. Prerequisite: MAT 101.

MAT 103 Fundamentals of Mathematics 3(3-0)
A continuation of MAT 102. This course consists of an introduction to the BASIC computer language and computer programming applications. Prerequisite: MAT 102.

MAT 112 Integrated College Algebra and Trigonometry 5(5-0)
This course and its sequel provide a thorough preparation in pre - calculus math, including properties of real numbers, linear and nonlinear algebraic relations and function, exponential and logarithmic functions, circular functions, trigonometric functions, inverse relations and conditional equations, matrices and determinants, complex numbers, theory of equations, sequences and series. Prerequisite or Co - requisite for math and science majors: MAT 170.

MAT 113 Integrated College Algebra and Trigonometry 5(5-0)
This pre - calculus course deals with circular functions, trigonometric functions, polar coordinates, complex numbers, sequences and series and other appropriate topics. Prerequiste: MAT 112 and MAT 170.

MAT 115 Mathematics for Foresters 3(3-0)
This course is basic trigonometry. Topics include the sine, cosine, tangent functions and the use of these functions to solve problems involving right and oblique triangles.

MAT 121 Basic Algebra I 5(5-0)
An introduction to algebra. This first course in a two - course sequence includes signed whole numbers, non - fractional equations, multiplication and division of fractions and addition and subtraction of fractions.

MAT 122 Basic Algebra II 5(5-0)
The second course in this sequence includes fractional equations, introduction to graphing, literal fractions, formula rearrangement, systems of equations and formula derivation. Prerequisite: MAT 121 or its equivalent.

MAT 123 Electronic Math I 5(5-0)
A study of the fundamentals of algebra, basic operations, grouping, factoring, exponents, ratio and proportions; trigonometry is introduced. Those mathematical processes which are applicable to electricity are emphasized (i.e. a study of vectors for use in alternating current). Prerequisite: MAT 122 or its equivalent.

MAT 150 Calculus with Analytic Geometry 5(5-0)
The first course of a four - quarter sequence which treats the calculus of functions of one variable and plane analytic geometry. This sequence is generally required of all mathematic, science and engineering majors. (Other courses in the sequence: MAT 250, MAT 251, MAT 252.) Prerequisite: MAT 113.

MAT 161 Mathematics for Nurses 1(2-0)
A study of the simple mathematics which are essential for the preparations of solutions and the administration of medicines and other tasks common to the nursing profession.

MAT 170 Introduction of BASIC Programming 2(1-2)
A mini - course in the BASIC computer language and in the use of simple computers. The entire course involves learning to write and to execute computer programs. The course will not normally count as a mathematics credit for graduation, but will count as an elective.

MAT 180 Mathematics for Elementary Teachers 5(5-0)
The first of a two course series covering the real number system with special attention given to algebra of sets and the mathematical basis of the fundamental operations of addition, subtraction, multiplication and division. Basic ideas from number theory, algebra and the intuitive foundations of geometry are also covered.

MAT 181 Mathematics for Elementary Teachers 5(5-0)
A continuation of MAT 180. (Usually required for those preparing to teach in grades four through nine.) Prerequisite: MAT 180.

MAT 191 Metric System 1(1-0)
This course covers the history of measurement, the invention of the metric system, the advantages of the metric system, the meaning of metric prefixes, the relation of metric units to other units of measurement, the metric units of length, area, volume, mass, capacity and its use in the science laboratory.

MAT 221 Electronic Math II 5(5-0)
A study of powers of ten, Ohm's law for series and for parallel circuits, quadratic equations, Kirchoff's laws, trigonometric functions, plane vectors, alternating current, vector algebra, and logarithms. Prerequiste: MAT 123.

MAT 250 Calculus with Analytic Geometry 5(5-0)
A continuation of MAT 150. This course treats the calculus of functions of one variable and plane analytic geometry. Prerequisite: MAT 150.

MAT 251 Calculus with Analytic Geometry 5(5-0)
A continuation of MAT 250. Prerequisite: MAT 250.

MAT 252 Calculus with Analytic Geometry 5(5-0)
The fourth course of a four quarter sequence. This course treats the calculus of functions of several variables and solid analytic geometry. Prerequisite: MAT 251.

MAT 1101 Fundamentals of Mathematics I 4(4-0)
Practical number theory is the basis of this course. Included are analysis of basic operations (addition, subtraction, multiplication and division), fractions decimals, percentages and ratio and proportion.

MAT 1102 Fundamentals of Mathematics II 3(3-0)
Emphasis is on those mathematic operations having special application in the field of air conditioning and refrigeration. Prerequisite: MAT 1101 or equivalent.

MAT 1103 Geometry 3(3-0)
Fundamental properties and definitions of geometry are covered in this course. Included are: plane and solid geometric figures, selected theorems, geometric figures, volumes of solids, and geometric principles as they apply to shop operations. Prerequisite: MAT 1101 or its equivalent.

MEC 1120 Duct Construction and Maintenance 5(3-6)
Study of various duct materials including sheet steel, aluminum, and fiber glass. Safety, sheetmetal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on the site repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heat and air washers, fans, insulation and ventilating hood. Prerequisite: BRP 1116, AHR 1123. Co - requisite: AHR 1126.

MUS 101 College Choir 1(0-5)
The college choir is open to all students who have musical talent and are interested in singing. Opportunities exist for: accompanied and unaccompanied singing, study and performance of various choral works and styles, and appearances locally and in other states. Permission of instructor required.

MUS 102 College Choir 1(0-5)
A continuation of MUS 101.

MUS 103 College Choir 1(0-5)
A continuation of MUS 102.

MUS 104 College Choir 1(0-5)
A continuation of MUS 103.

MUS 105 Music Appreciation 5(5-0)
A course to provide students an opportunity to become familiar with approximately forty - five musical compositions considered to be masterpieces. Emphasis will be placed on listenings. Lectures will include the development of perceptive listening habits, basic elements of music, a study of the stylistic and formal characteristics of the music, and biographical material on the composers. Meets five hours per week for five credit hours.

MUS 106 Music for the Pre - Schooler I 4(3-3)
This course gives the student the opportunity for an experience in basic guitar or piano. The course includes basic notation, elements of singing, elementary keyboard, rhythmic notation exercises, and lab work in the lab school.

MUS 107 Music for the Pre - Schooler II 4(3-3)
A continuation of Music 106. In this course the student may concentrate on either guitar or piano. Simple singing, rhythm games, and musical appreciation are introduced along with the making of rhythm instruments. Lab work in the lab school is continued. Prerequisite: Music 106 or permission of the instructor.

MUS 111 Music Theory I — Basic Musicianship 4(3-2)
A fully integrated course in basic theory including the basic elements of musical sound, scales, key, triads, intervals, rhythmic patterns, meter, melodies, cadences, chord progression, written harmony, keyboard, sight singing and dictation. Permission of instructor is required.

MUS 112 Music Theory I — Basic Musicianship 4(3-2)
A fully integrated course in the theory including the study of harmonic, melodic, and rhythmic elements; part writing, harmonic analysis, beginning composition, keyboard, sight singing and dictation. Prerequisite: MUS 111 or permission of the instructor.

MUS 113 Music Theory I — Basic Musicianship 4(3-2)
A fully integrated course in theory including the study of altered chords, secondary dominants, rhythm, preliminary counterpoint, modulations, keyboard harmonization, part writing, harmonic analysis, sight singing and dictation. Prerequisite: MUS 112 or permission of the instructor.

MUS 114 Music Theory I 4(3-2)
A continuation of basic music theory with emphasis on drill in aural training, sight - reading, and keyboard work. Permission of instructor is required.

MUS 151 Freshman Guitar I 1(1-3½)
This course is the first in a sequence of instruction in the fundaments of playing the guitar. All equipment necessary for the course will be furnished.

MUS 152 Freshman Guitar II 1(1-3½)
A continuation of MUS 151.

MUS 153 Freshman Guitar III 1(1-3½)
A continuation of MUS 152.

MUS 154 Freshman Guitar I 2(2-3½)
This course is the first in a sequence of instruction in the fundaments of playing the guitar. All equipment necessary for the course will be furnished.

MUS 155 Freshman Guitar II 2(2-3½)
A continuation of MUS 154.

MUS 156 Freshman Guitar III 2(2-3½)
A continuation of MUS 155.

MUS 164 Freshman Piano I 2(2-4)
The first in a sequence of practical instruction leading to the mastery of the keyboard encompassing the following skills: accuracy of notes, accuracy of rhythm, steadiness of tempo, proper hand position, correct fingering, use of dynamics, melodic tone quality, use of pedal, seriousness of purpose (attendance, attitude, etc. memorization).

MUS 165 Freshman Piano II 2(2-4)
A continuation of MUS 164.

MUS 166 Freshman Piano III 2(2-4)
A continuation of MUS 165.

MUS 171 Voice Instruction I 1(½-2½)
The first in a sequence of practical instruction leading to the mastery of vocal technique, covering the aims, organization, and materials of vocal music. Special emphasis is placed on sound production, pronunciation and diction, breathing, reading skills, and the development of a solo repertoire.

MUS 172 Voice Instruction II 1(½-2½)
A continuation of MUS 171.

MUS 173 Voice Instruction III 1(½-2½)
A continuation of MUS 171.

MUS 174 Voice Instruction I 2(1-4)
The first in a sequence of practical instruction leading to the mastery of vocal technique, covering the aims, organization, and materials of vocal music. Special emphasis is placed on sound production, pronunciation and diction, breathing, reading skills, and the development of a solo repertoire.



MUS 175 Voice Instruction II 2(1-4)
A continaution of MUS 174.

MUS 176 Voice Instruction III 2(1-4)
A continuation of MUS 175.

MUS 201 College Choir 1(0-5)
A continuation of MUS 103.

MUS 202 College Choir 1(0-5)
A continuation of MUS 201.

MUS 203 College Choir 1(0-5)
A continuation of MUS 202.

MUS 204 College Choir 1(0-5)
A continaution of MUS 203.

MUS 211 Music Theory II 4(3-3)
A continuation of MUS 114. Introduction to chromatic harmony. Skills in analysis and composition are developed. Written and analytical work in chromaticism and modulation is undertaken; survey of homophonic style from 1700-1900 and introduction to the 20th century. Part writing, sight singing and dictation are also covered. Prerequisite: MUS 114 or permission of instructor.

MUS 212 Music Theory II 4(3-3)
A continuation of MUS 211. Included are: advanced work in ear training and sight singing, modulations to remotely related keys, the melodic line, less frequently used part writing procedures, less common chord progression, diatonic seventh chords, borrowed chords, keyboard harmony and advanced analysis. Prerequisite: MUS 211 or permission of the instructor.

MUS 213 Music Theory II 4(3-3)
A continuation of MUS 212. Included are: second leading tone triads, seventh chords; augmented triads, French and Neapolitan sixth chords, chords of the tenth, eleventh and thirteenth, advanced modulations, part writing, composition, sight singing and dictation. Prerequisite: MUS 212 or permission of instructor.

MUS 251 Sophomore Guitar IV 1(1-3½)
A continuation of MUS 153.

MUS 252 Sophomore Guitar V 1(1-3½)
A continuation of MUS 251.

MUS 253 Sophomore Guitar VI 1(1-3½)
A continuation of MUS 252.

MUS 254 sophomore Guitar IV 2(2-3½)
A continuation of MUS 156.

MUS 255 Sophomore Guitar V 2(2-3½)
A continuation of MUS 254.

MUS 256 Sophomore Guitar VI 2(2-3½)
A continuation of MUS 255

MUS 264 Sophomore Piano IV 2(2-4)
A continuation of MUS 166.

MUS 265 Sophomore Piano V 2(2-4)
A continuation of MUS 264.

MUS 266 Sophomore Piano VI 2(2-4)
A continuation of MUS 265.

MUS 274 Voice Instruction IV 2(1-4)
Same description as MUS 171-1, except a more advanced level.

MUS 275 Voice Instruction V 2(1-4)
A continuation of MUS 274.

MUS 276 Voice Instruction VI 2(1-4)
A continuation of MUS 275.

NUR 101 Introduction to Health Care 1(1-0)
This course introduces the student to history of nursing, simple professional ethics, grooming and personal health, nursing and its relationship to other fields of medicine, and the methods of learning about health via communications media.

NUR 102 Introduction to Health Care 1(1-0)
This course is concerned primarily with teaching medical terminology. The student will be introduced to terminology used in the hospital and to the titles and educational backgrounds of various health personnel.

NUR 103 Introduction to Health Care 1(1-0)
This course will continue medical terminology. The course also will include ethics specific to the field of nursing and alternative careers in health occupations. It will include the relationship of nursing to other health fields. Prerequisite: NUR 102.

NUR 111 Nursing 5(3-6)
This course is an introduction to the broad concepts of nursing and to the basic principles which serve as guides in planning and administering nursing care. Clinical laboratory experience is provided to develop basic nursing skills. Prerequisite: Admission into Nursing Program through Nursing Admission Committee.

NUR 112 Nursing 8(4-6)
A continuation of NUR 111. This course introduces the broad concepts and basic principles of nutrition and pharmacology as related to nursing. The clinical laboratory provides guided experiences in the care of the patients with simple health problems. Prerequisites: NUR 111 and MAT 161.

NUR 113 Introduction to Medical and Surgical Nursing 9(5-9)
This course is designed to provide a background of information which will enable the student to further develop the knowledge and nursing skills which are essential to basic nursing care. Consideration to the scope, diagnosis, prevention, and control of the major health problems is given, plus a study of the physical, mental, social, and emotional development of the normal human being.

NUR 114 Human Growth and Development 2(0-2)
This course is designed to assist the Nursing student in caring for patients of all age groups. Growth and development from infancy to old age with consideration of the effect of the social, biological, cultural, and illness upon growth are included. Insofar as possible, the classroom activity centers around discussions of normal growth and development and certain deviations. Prerequisite: PSY 201.

NUR 115 Psychiatric and Mental Health Nursing 5(3-6)
This course introduces the student to the basic concept of mental illness as a community health problem and gives the student the opportunity to develop skills in planning nursing care for patients with behavioral disorders. Selected clinical experiences are provided with mentally ill patients in the hospital setting and with those persons experiencing behavioral disorders who are being treated on an outpatient level.

NUR 201 Nursing 9(4-12)
A study of the broad concepts of the family's task of child-bearing and child-rearing in a social setting. Emphasized is the nurse's role in family teaching and guidance in health care. The clinical laboratory provides guided learning experiences in assisting the family in solving health problems in the various phases of family growth and development. Prerequisites: BIO 204, BIO 205, BIO 206, NUR 111, NUR 112, and NUR 113.

NUR 202 Nursing 9(5-12)
A continuation of NUR 201. Emphasis is on patient and family teaching; utilization of various community agencies is stressed. Prerequisites: NUR 201, BIO 206.

NUR 203 Nursing 9(4-12)
A continuation of NUR 202. Emphasis is on working with the health team and guiding the work of auxiliary personnel. Prerequisite: NUR 202.

NUR 210 Concepts of Nursing Practice I 2(2-0)
This course is concerned with the responsibilities of the registered nurse, including legislative and legal controls. Current problems in nursing are explored. Prerequisite: Open to sophomore Associate Degree Nursing students only.

NUR 211 Concepts of Nursing Practice II 3(3-0)
This course is concerned with the responsibilities of the registered nurse, educational preparation for nursing and legislative and legal controls. Current problems in nursing are explored. Prerequisite: NUR 210.

NUR 212 Concepts of Nursing Practice III 3(3-0)
This course is concerned with national nursing trends and related professional organizations. Current problems in nursing are explored. Prerequisite: NUR 211

NUR 1101 Fundamentals of Practical Nursing I 9(7-6)
This course is designed to assist students in acquiring knowledge, and attitudes basic to effective nursing of patients of all ages and backgrounds. Emphasis is on nursing needs arising both from the individuality of the patient and from the patient's inability to care for himself. Emphasis is on the patient, his needs, and his environment. Prerequisite: Enrollment in LPN Program.

NUR 1102 Fundamentals of Practical Nursing II 6(5-3)
A continuation of NUR 1101. This course is designed to complete the introduction to basic nursing procedures and to cover deviations from normal methods and therapeutic procedures. Prerequisite: NUR 1101.

NUR 1103 Medical - Surgical Nursing I 6(4-6)
This course is designed to introduce the student to the causes of illness: the effect of illness on the patient, his family, and the community are covered. Procedures of nursing care relative to specific needs arising from specific disorders (cancer, for example) are covered.

NUR 1104 Medical - Surgical Nursing II 8(5-9)
A continuation of NUR 1103. This course is designed to cover the causes, symptoms, treatment and nursing care of patients with disorders of the respiratory, circulatory, digestive, urinary, reproductive, and endocrine systems. Prerequisite: NUR 1103.

NUR 1105 Medical - Surgical Nursing III 14(6-24)
A continuation of NUR 1104. This course is designed to cover the causes, symptoms, treatment and nursing care of patients with disorders of the nervous, musculoskeletal and sensory systems. Also included are: psychiatric nursing, advanced nursing ethics, legal aspects of practical nursing, as well as professional organizations and the graduate role. Emphasis is on clinical activities and selected patient care. Prerequisite: NUR 1104

NUR 1110 Anatomy and Physiology 5(5-0)
This course is designed to introduce the student to the general plan of the body and to thoroughly examine the ten systems of the body (i.e., skeletal, muscular, nervous, etc.).

NUR 1111 Nutrition 5(5-0)
This course is designed to provide a basic background in nutrition. Function and sources of nutrients are covered as well as the mechanics of digestion, absorption, and metabolism of nutrients. Principles of meal planning and the modifications of nutritional requirements by various cultural, religious, social and psychological factors are covered.

NUR 1112 Maternity Nursing 7(5-6)
This course is designed to provide a study of fundamentals of maternity nursing. Emphasis is on the normal pregnancy, the nurse's responsibilities, the needs of maternity patients with complication, as well as the needs of the normal infant and infant with common disorders.

NUR 1114 Pediatric Nursing 7(4-9)
This course emphasizes: normal child development, physical and emotional differences of the child from the adult, and the scope and objectives of modern nursing for children. Methods of meeting the needs of the hospitalized child and his - her parent as well as the implications of common disorders in children are covered.

NUR 1115 Pharmacology I 4(4-0)
This course focuses on the development of the skill of giving oral medications and injections. Drug sources, methods of preparation and storage, and the classification of drugs by use and by content are covered.

NUR 1116 Pharmacology II 4(4-0)
This course develops basic skills in calculating dosage for oral and parental use. Basic mathematical skills are covered. Preparation of simple solutions using proportion methods, systems for measuring drugs, coversion problems within the system and from system to system, are covered.

ORI 100 General Orientation 1(1-0)
This is a required course for all full-time freshmen students. Topics to be covered: introduction to campus, services available-counseling, financial aid, Resources for Student Learning, Special Services Program, schedule changes, withdrawal from the college, Veteran information, lost and found, student rights and responsibilities, first aid information, SCC Student Handbook, student I.D. cards, student activities, StudentGovernment Association, and general information as needed.

ORI 101 Orientation 1(2-0)
This course is designed to help the incoming SCC student to build skills that will help him with his studies. Topics that will be covered include: effective study techniques, introduction to the Learning Resources Center becoming familiar with the Student Handbook and administrative procedures and personnel. Another section of the course will deal with interpersonal skills building.

PED 101 - PED 125 Physical Education Offerings 1
It is necessary to take 3 of the following courses to graduate. They are designed to aid the student in developing the fundamental skills, understandings, and appreciations necessary to derive the greatest degree of physical benefits from the respective sport.

PED 101 Physical Fitness 1

PED 102 Physical Fitness 1

PED 103 Physical Fitness 1

PED 104 Archery 1

PED 105 Tennis 1

PED 106 Golf 1

PED 107 Bowling 1

PED 108 Volleyball 1

PED 109 Badminton 1

PED 110 Tumbling and Gymnastics 1

PED 111 Beginner Swimming 1

PED 112 Advanced Swimming 1

PED 113 Folk and Square Dancing 1

PED 114 Softball 1

PED 115 Weight Training 1

PED 116 Modern Dance 1

PED 117 Soccer 1

PED 118 Field Hockey 1

PED 119 Sailing 1

PED 120 Canoeing 1

PED 121 Hiking 1

PED 122 Cycling 1

PED 123 Horseshoes 1

PED 124 Snow Skiing 1

PED 125 Advanced Gymnastics 1

PED 126 Basketball 1

PED 127 Advanced Basketball 1
(Prerequisite: PED 126 or permission of instructor.)

PED 128 Baseball 1

PED 129 Advanced Baseball 1
(Prerequisite: PED 128 or permission of instructor.)

PED 130 Self-Defense 1

PED 131 Adaptive PE 1

PED 132 Adaptive PE 1

PED 133 Adaptive PE 1

PED 134 Water skiing 1

PED 135 Bait and Fly Casting 1

PED 155 Advanced Tennis 1

PED 166 Advanced Golf 1

PED 201 Sports Officiating: Football, Soccer, Volleyball 2(1-2)

PED 202 Sports Officiating: Basketball 2(1-2)

PED 203 Sports Officiating: Baseball and Softball 2(1-2)

PHI 201 Introduction to Philosophy 5(5-0)
This course is designed to acquaint the beginner in philosophy with the basic problems that have concerned speculative thinkers. Emphasis is on addressing the major questions of metaphysics, ethics, and epistemology as they relate to contemporary problems. The classical techniques of "doing" philosophy are stressed.

PHI 205 Religions of the World 3(3-0)
A study of the basic concepts and theological beliefs of mankind as reflected by their religious cultures.

PHS 101 Physical Science 4(3-2)
This course emphasizes mechanics, heat, sound magnetism, electricity, systems of measurements, and the solar system. This course is taught by audio-tutorial methods.

PHS 102 Physical Science 4(3-2)
This course emphasizes atomic structure as it is related to the classification of the elements and the nature of their compounds. Fundamental laws, principles and theories of ionic and covalent bonding are also emphasized.

PHS 103 Physical Science 4(3-2)
This course emphasizes soil development, evaluation of landscapes, effects of glaciers, streams, winds, weather and the geological time table.

PHY 201 General Physics 4(3-2)
A general physics course designed primarily for mathematics, engineering and physical science majors. The elements of classical mechanics are introduced including vector analysis, partial and rigid body dynamics, statics and rotary motion. Prerequisite or Co-requisite: MAT 150

PHY 202 General Physics 4(3-2)
A continuation of PHY 201. Areas covered include heat, sound and light, the measurement of temperature change, calorimetry, heat transfer, properties of matter, thermodynamics, wave motions, geometrical and physical optics. Prerequisite: PHY 201.

PHY 203 General Physics 4(3-2)
A continuation of PHY 202. Areas covered include electricity, magnetism, atomic and nuclear physics. An emphasis is on: electrostatics, magnetostatics, capacitance, currents, circuits, and electromagnetic induction. Prerequisite: PHY 202.

PHY 1101 Applied Science I 4(3-2)
This couse is an introduction to physics and its applications. Systems of measurement, theory of matter, properties of solids, liquids, gases and basic electrical principles are covered.

PHY 1102 Applied Science II 4(3-2)
This course covers the basic principles of forces and their effects; gravitation, motion, mechanical movements, simple machines, gear trains, and compound machines are included.

PME 101 Internal Combustion Engine 4(2-6)
This course develops a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. A study is made of the construction and operation of components of internal combustion engines. Testing of engine terms, cooling systems, proper lubrication, and methods of testing are covered.

PME 102 Automotive Ignition Systems 5(3-6)
The study of different designs of ignition systems and the different tune-up procedures for these systems. Each component of each system is studied in depth. The proper use of testing equipment of the ignition system is stressed.

PME 103 Automotive Electrical Systems 4(3-3)
A thorough study of the automotive electrical system. Included are: the battery, cranking mechanism, generator (A-C & D-C), ignition, accessories and wiring. Proper testing procedures with the proper equipment is also studied.

PME 111 Engine Rebuilding 4(2-6)
This course is designed to allow the automotive student to become familiar with milling, refitting, and refacing procedures used in engine overhauling, and proper overhaul procedures.

PME 112 Automotive Fuel Systems 5(3-6)
A study of the characteristics of fuel, types of fuel systems, carburetor fundamentals and the use of special tools and testing equipment for the fuel system.

PME 121 Braking Systems 3(2-3)
A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.

PME 123 Automotive Chassis and Suspension Systems 4(3-3)
This course covers the principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems is included. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment. Prerequisite: PME 102.

PME 124 Automotive Power Train Systems 6(3-9)
This course covers the principles and functions of automotive power train systems, clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair is stressed. Prerequisites: PHY 1102, PME 123.

PME 201 Motor Vehicle Laws ans Regulations 3(3-0)
In order to assure a complete knowledge of the latest laws and regulations governing the automobile operation and automotive repair business operation, this course will delve deeply into such laws and regulations.

PME 202 Emission Control Systems 7(5-0)
This course is designed to give each student a complete knowledge of today's emission control systems including testing and overhaul of all major parts. The proper use of emission level testing equipment will also be covered.

PME 203 Advanced Ignition System 2(1-3)
This is a continuation of PME 102.

PME 204 VW Engines 2(0-6)
This course is for those students with an understanding of the basic gasoline engine and have a desire for further understanding and experience on the VW engine. The course will cover removal, installation, testing, overhaul, and modification of the VW engine.

PME 205 Disc Brakes 2(0-6)
In order to be completely up-to-date on the complex braking systems of today, the automotive student needs a complete understanding of the latest disc brakes. This course is to give the student time in the lab to experiment and study all phases of disc brakes. With instructor guidance, each student on completion of this course will be able to test and overhaul disc brakes as found on the cars of today.

PME 206 Alternator and Starter Rebuilding 2(1-3)
This course through class and laboratory experiences, gives the student an understanding of design and overhaul procedures on the alternator and starter systems.

PME 208 Wankel Engine 4(2-6)
A study and comparison of the standard (reciprocating) engine and the Wankel (rotary) engine. Through class participation and practical shop practice each student will achieve a working knowledge of such points as trouble shooting, testing, adjustment, and major overhaul of the Wankel engine.

PME 209 Foreign Car Engines 2(0-6)
In this course the students will work with all types of foreign car engines ranging from the simple through the more complex and expensive. The emphasis will be placed on design and construction differences which exist between foreign and domestic engines.

PME 210 Instruments, Gauges and Electrical Accessories 2(0-6)
This course will give each student a deeper understanding of the complex electrical systems in today's automobiles. Electrical accessories studied during this time will be power seats, power windows, windshield wipers and washers, engine gauges, and instrument testing and repair.

PME 215 The Diesel Engine 4(2-6)
This course is designed for the student with a working knowledge of the gasoline engine. This course expands his potential as a mechanic by giving him an understanding of the basic principles for maintenance and repair of diesel engines.

PME 223 Front Suspension, Alignment and Power Steering I 3(1-6)
Types and designs of front ends are studied in this course and a great deal of practice in the lab on alignment procedures and equipment, front suspension overhaul, and power steering maintenance and overhaul is experienced.

PME 224 Advanced Automatic Transmission I 5(3-6)
This course is designed to provide an understanding of automatic transmissions. Instruction includes: classroom study, demonstrations, and student participation in disassembly, re-assembly, and testing of selected transmission. Special emphasis is placed on principles, function, construction, operation, servicing and "trouble-shooting" procedures and repair of various types of automatic transmission.

PME 240 Diagnosis and Testing I 7(5-6)
A thorough study of the theory and operation of various automobile electrical units and systems. Maintenance and testing procedures, diagnosis and repair of all types of electrical - electronic components, especially the transistor circuits, found on the modern automobile are covered.

PME 241 Diagnosis and Testing II 7(5-6)
A continuation of PME 240.

PME 250 Advanced Auto Fuel Systems 7(5-6)
A thorough study of the fuel systems of the automobile: fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel system are covered as well as exhaust and emission controls and servicing.

PME 251 Cooperative Mechanics Training 3
Supervised on-the-job training is provided and coordinated and approved by the instructor. This course may be susbstituted for similar automotive lab experiences in selected courses. Evaluated as 100 hours of related work for 3 hours laboratory credit per quarter.

PME 1125 Automotive Servicing 6(3-9)
This course emphasizes the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble - shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing is stressed. Prerequisites: PME 123, PME 121, AHR 1101.

POL 201 American Federal Government 5(5-0)
This course is a study of the historical background and constitutional principles involved in our form of government, and analysis of the powers and functions of congress, the executive, and the judiciary.

POL 202 American State and Local Government 5(5-0)
This course is a study of the political and constitutional status of state and local government relation to the federal system.

PSY 102 Career Decisions 2(2-0)
This course aids the student in co-ordinating his abilities and interests in order to make meaningful educational and vocational choices, based on objective information. Recommended for students who are uncertain of their occupational choice and - or who desire experience in job-seeking skills. Opportunities offered by the college and community are investigated and evaluative tests are used.

PSY 201 Introduction to Psychology 5(5-0)
An introductory survey of the major characteristics of human behavior. How biological and socio-cultural factors interact to influence development, learning, motivation, perception, measurement, and pathological behavior is emphasized.

PSY 202 Human Development 5(5-0)
This course is a study of the physical, mental, and psychosocial development of man from infancy to adulthood with an emphasis on conceptual frameworks psychologists use to interpret behavior during the "stages" of the life cycle. Prerequisite: PSY 201 or permission of the instructor.

PSY 203 Abnormal Psychology 5(5-0)
This course is a study of the causes, systematic manifestations, and treatment of major personality deviations such as neuroses, psychoses, and mental deficiencies. Prerequisite: PSY 201 or permission of the instructor.

PSY 205 Educational Psychology 5(5-0)
This course is a study of the basic principles of psychology with an emphasis upon the learning process. The course provides an understanding of the applications of psychological principles to the educational process. It treats such topics as individual differences, principles of learning, transfer of training, and the nature of thinking and reasoning. Prerequisite: PSY 201 or permission of the instructor.

PSY 225 Psychology of Adjustment 5(5-0)
The study of the dynamic and positive principles involved in the process of adjustment and normal personality development. Application of these principles is emphasized, and active student participation is expected. Prerequisite: PSY 201 or permission of the instructor.

PSY 1101 Human Relations 3(3-0)
This course attempts to develop an understanding of human relationships through some of the basic principles of human psychology. The problems of the individual and his work situation are studied in relation to the established organization of modern business and industry and in relation to government practices and labor organization. Especially emphasized are the operating responsibilities of good management.

RDG 101 College Reading 3(3-0)
This course emphasizes development of reading ability in order to increase reading rates, develop power of comprehension, build vocabulary, and improve study skills. A reading laboratory is equipped with materials to aid students in achieving the course objectives. This course is a graduation requirement.

REC 101 Outdoor Recreation 3(3-0)
Principles and problems involved in the utilization of our natural resources for recreational purposes are emphasized in this course. Emphasis is also placed on the role of outdoor recreation in local, state and federal agencies. The Bureau of Outdoor Recreation is investigated.

REC 110 Interpreting Our National Heritage 3(2-3)
This course introduces the student to the methods used to interpret our historic heritage and our natural resources. The methodology includes visits to national and state historic and natural areas and terminates with the students developing an interpreted program on some relevant topic.

REC 170 Field Training Outdoor Recreation 5(0-40)
This cooperative work experience affords the student an opportunity to become actively involved in outdoor recreation experiences ranging from programming to maintenance. The student spends eleven weeks off campus in a departmentally selected location.

REC 200 Recreation for Special Populations 3(3-0)
This course is an analysis of leisure problems confronting disadvantaged individuals and groups. Specific attention is given to the unique characteristics of the disadvantaged, particularly the aged, physically handicapped, and mentally retarded.

REC 201 Park Maintenance and Operations I 5(3-4)
This course deals with job planning and scheduling; preventive, coorective,and contractual maintenance in outdoor and indoor facilities. Special emphasis is placed on maintenance of indoor recreation and park facilities: plumbing, basic electricity and painting.

REC 202 Park Maintenance and Operations II 5(5-0)
This course prepares a student to become certified as a Class I Waste Water Treatment Operator in North Carolina.

REC 203 Park Maintenance and Operations III 5(3-4)
This course is a continuation of REC 201. Preventive maintenance is stressed in the outdoor maintenance of such areas as turfs, outdoor surfaces, athletic fields, roads, parking areas, litter and refuse, vandlism and the liability aspects of recreation maintenance.

REC 206 Programming for Recreation 3(3-0)
This course is a study of the essential elements and basic principles involved in the organization, supervision, promotion and evaluation of various types of outdoor recreation programs. Emphasis is on organized programs and services.

REC 207 Aquatic Management 3(3-0)
This course is concerned with the maintenance, supervision and operations of water oriented areas and facilities such as beaches, pools, small lakes, etc.

REC 209 Facility and Site Planning 5(3-6)
This course covers the history of park and recreation facility planning. Emphasis is placed upon the planning principles involved in the design and lay-out of outdoor recreation areas.

REC 210 Recreation Field Study Seminar (guided elective) 3(2-3)
The student gains experience in the field of recreation through visiting and - or working with a variety of recreation or related areas in North Carolina. Involves combination of tours, lectures, demonstrations, and on hand experiences with professional personnel. Sites are selected on relevancy to total curriculum.

REL 201 Survey of the Old Testament 5(5-0)
An historical survey of major events in the religious, socio-economic, and political development of the Hebrew people during the Old Testament period.

REL 202 Survey of the New Testament 5(5-0)
An historical survey of the origin, teachings,and formation of the New Testament.

REL 203 Contemporary Religious Thought 5(5-0)
An investigation of selected movements, men and ideas which have contributed significantly to the development of European and American religious traditions.

SOC 201 Introduction to Sociology 5(5-0)
This course is a study of the fundamental principles and concepts of sociology. Contemporary American institutions in relation to technological change, ethnic groups, population trends and social influences are the focus of the course.

SOC 202 Marriage and the Family 5(5-0)
This course is a study of the family as a social institution — its origins and development, its forms and functions, the interrelation with other social institutions, and its role in contemporary civilization. Congruently, sex roles, socialization, and factors contributing to or mitigating against successful marriages are explored.

SOC 203 Social Recreation 3(3-0)
This course is concerned with conducting social recreation for a variety of groups of people.

SOC 225 Modern Social Problems 5(5-0)
Through examination of existent research and research conducted by the students themselves, this course explores sociocultural change and analyzes today's major social problems. A brief historical review of the origins of these problems is presented.

SPA 101 Elementary Spanish 4(3-2)
A study of basic Spanish grammar. Aural-oral ability of students will be developed along with reading of texts and wiring exercises. Tests are available for those who have had a previous background in Spanish, but desire aid in determining which level is appropriate to begin their studies.

SPA 102 Elementary Spanish 4(3-2)
A continuation of SPA 101.

SPA 103 Elementary Spanish 4(3-2)
A continuation of SPA 102.

SPA 201 Intermediate Spanish 4(3-2)
A systematic review of Spanish grammar in conjunction with reading Spanish texts concerning Spanish civilization and culture. Special emphasis is placed on the development of reading comprehension. Prerequisite: SPA 103 or a minimum of two high school units of Spanish.

SPA 202 Intermediate Spanish 4(3-2)
A continuation of SPA 201.

SPA 203 Intermediate Spanish 4(3-2)
A continuation of SPA 202.

SPA 211 Advanced Spanish 4(3-2)
The first in a sequence of courses conducted in the language, stressing the Spanish and Hispanic culture and history, principally as reflected in the literature. Selections from Spanish literature from El Cid to the present and major authors from South and Central America are covered. Prerequisite: SPA 203 or permission of instructor.

SPA 212 Advanced Spanish 3(3-0)
A continuation of SPA 211.

SPA 213 Advanced Spanish 3(3-0)
A continuation of SPA 212.

WLD 1000 Oxyacetylene Welding 3(1-5)
This course covers the basic principles of oxyacetylene welding, with a special emphasis on the severing of metals by the oxyacetylene process. Safety aspects of welding are stressed through the course.

WLD 1001 Arc Welding (Straight Polarity) 3(1-5)
This course covers polarities, heats, electrodes as well as manipulative skills. Manual welding is for the student who likes to work with his hands as well as the beginning student and the person who is already working in the field and wishes to upgrade his skill. Safety aspects of welding are stressed throughout the course.

WLD 1002 Arc Welding (Reverse Polarity) 3(1-5)
This course is designed to develop proficiency in the welding process. Instruction is given in running beads in flat, vertical, overhead and horizontal positions. The welding of structural shapes used in modern construction is emphasized. Safety aspects of welding are stressed throughout the course.

WLD 1003 Arc Welding (Low Hydrogen) 3(1-5)
This course covers structural welding using a low hydrogen electrode. It is beneficial to students who plan to enter the construction field, as well as to students who plan to enter other fields and to professionals wishing to upgrade their welding skills. Safety aspects of welding are stressed throughout the course.

WLD 1004 Inert Gas Shield Welding ("TIG" Process) 3(1-5)
This course covers the practical skills and the theory of the tungsten inert gas welding process, also called heliarc welding. It is beneficial to the beginning welding student as well as to the professional wishing to upgrade his-her skills. Safety aspects of welding are stressed throughout the course.

WLD 1005 Inert Gas Welding ("MIG" Process) 3(1-5)
This course covers the practical skills and the theory of the inert gas shielded, mechanically fed, consumable wire electrode. This process is becoming increasingly utilized where speed of production is required in sheet metal, aluminum, stainless steel, and some of the exotic metals. Practical application of the process is therefore highly stressed in the course with these metals, and safety is underscored.

WLD 1006 Pipe Welding 3(1-5)
This course covers the welding of pipes in fixed positions using 'stick' electrodes as outlined in Section IX of the ASME Code.

WLD 1007 Advanced Pipe Welding Techniques 3(1-5)
This course is designed to prepare the advanced welding student to qualify in the field of industrial pipe welding. Carbon steel, aluminum, and stainless steel applications are emphasized. Prerequisite: WLD 1006 or equivalent.

WLD 1008 Certification Practices 3(1-5)
This course is designed to cover certification standards. The student uses various tests such as: the guided bend, dye penetrant, tensile strength, free bend and others prescribed by the American Welding Society's state and federal codes. The American Society for Testing Materials' standards are also used. Prerequisites: WLD 1006 and WLD 1007.

WLD 1120 Oxyacetylene Welding and Cutting 8(3-15)
This course introduces the student to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the field, and to the assembly of units. Welding procedures covered are: puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, brazing, and hard and soft soldering. Students are required to inspect and test the quality of the welds. Safety is stressed throughout the course.

WLD 1121 Arc Welding 8(3-15)
This course covers the operation of AC transformers, and DC motor generator arc welding sets. Included are: welding heats, polarities and electrodes used in joining various metal alloys by arc welding. When the student is proficient in running beads, butt and fillet welds made in all positions are tested by the student himself for quality. Safety is stressed throughout the course.

WLD 1122 Commercial and Industrial Practices 8(3-15)
This course is designed to build skills through practice in simulated industrial processes and techniques. Maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection are covered. Prerequisite: WLD 1121.

WLD 1123 Inert Gas Welding 5(2-9)
This course is an introduction to the practical application of inert - gas shield arc welding. Incuded are: equipment operation, practice in various positions, principles of operation, shielding gases, filler rods, process variations and applications, and manual and automatic welding. Prerequisite: WLD 1121.

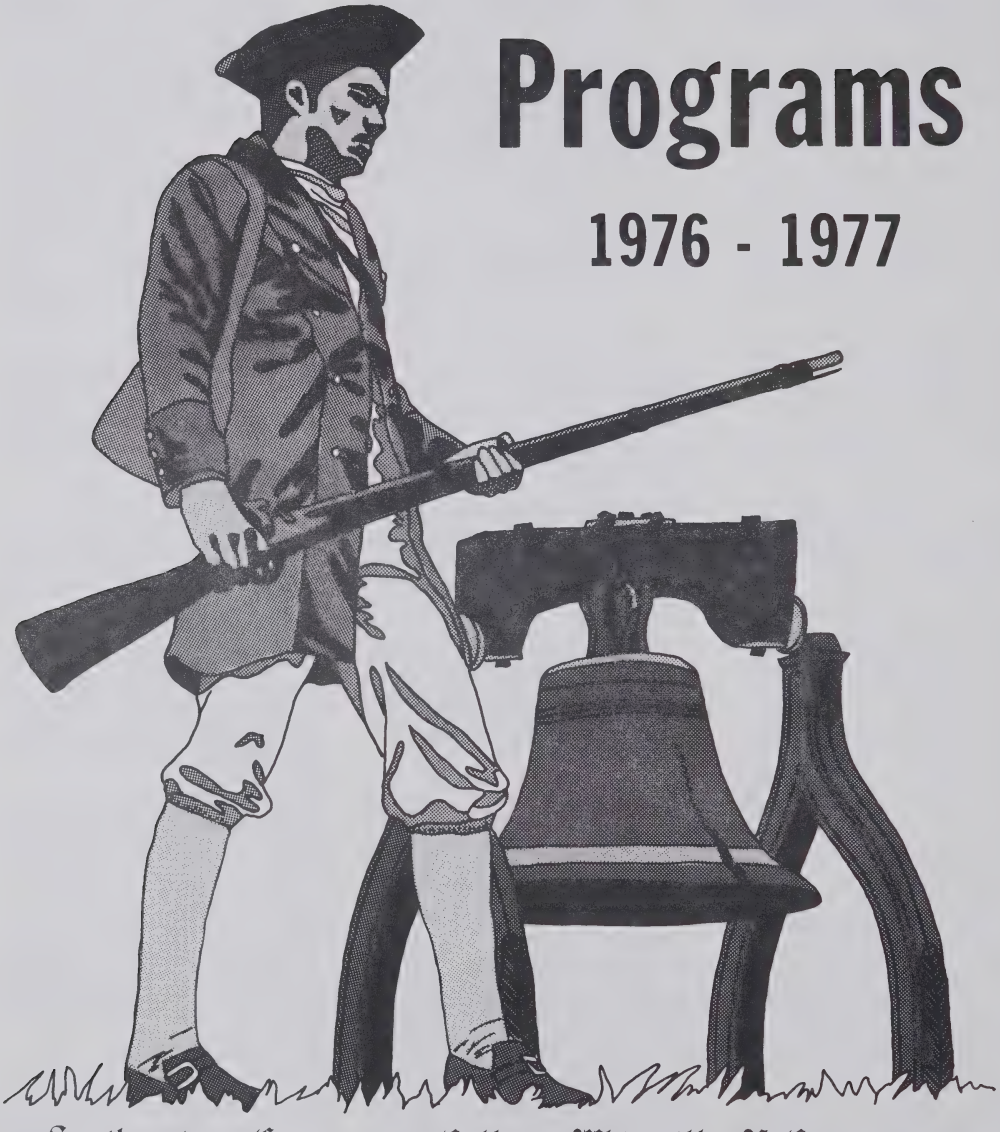
WLD 1124 Pipe Welding 7(3-12)
This course is designed to provide practice in the welding of pressure piping in the horizontal, vertical and horizontal fixed positions using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Prerequisite: WLD 1121.

WLD 1125 Certification Practices 6(3-9)
This course covers welding the various materials requisite to the meeting of certification standards. The student uses various tests incuding the guided bend and the tensile strength tests to check the quality of his work. The production of quality welds is emphasized. Prerequisite: WLD 1124.

WLF 206 Wildlife Science 4(3-3)
This course is an introduction to wildlife biology. Topics covered include the interaction between wildlife and man, the manipulation of wildlife habitat, characteristics of wildlife populations, and the life cycles and management of selected widlife species. Labs include field trips to various management areas and talks by wildlife managers.

Programs

1976 - 1977



Southeastern Community College, Whiteville, N.C. 28472
642-7141

Classification of Programs

DEGREES CONFERRED AT SCC

1) Associate in Arts: This degree is conferred upon successful completion of specified college parallel programs of the liberal arts variety.

2) Associate in Fine Arts: This degree is conferred upon successful completion of specified college parallel programs of the fine arts variety (i.e. music and visual art).

3) Associate in Science: This degree is conferred upon successful completion of specified college parallel programs of the science and technical variety (i.e. pre-engineering, math and science).

4) Associate in Applied Science: This degree is conferred upon successful completion of specified two year occupational programs.

5) Diploma: The diploma is conferred upon successful completion of specified one-year occupational programs.

6) Certificate: The certificate is conferred upon successful completion of occupational programs of less than one-year in length.

The Adult Education Division offers non-credit courses which do NOT lead to a degree (except for basic education certificates and high school diplomas). See page 23.

APPEARANCE OF PROGRAMS

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*The courses listed under these programs will have in addition to the number indicating credit hours (refer to page 4 for an explanation of credit hours) two numbers in parentheses. The first number in parentheses indicates the number of class hours (i.e. hours spent in lecture or discussion per week). The second number in parentheses indicates the number of laboratory, shop hours or studio hours per week involved in the courses.

Programs and courses listed in this catalog will be offered subject to adequate enrollment and adequate resources as deemed by the administration.

The information in this catalog is provided for the guidance of the student according to the best knowledge and projection of the faculty and staff. No information herein should be construed as a contract between the college and students or potential students or any member of the public which is served by the college.

Programs

PRE-AGRICULTURE PROGRAM
(Associate in Arts)

Program Justification

More and more 4-year institutions offer a Bachelor's degree in agriculture.

Program Description

This program is mainly designed to give the potential candidate for a Bachelor's degree in agriculture at a 4-year institution, the science background that will be required of him/her at most 4-year schools. The curriculum is subject to change depending upon the student's previous background and the institution to which he desires to transfer. Electives taken should be in the biological and physical sciences.

		1st Quarter	Credits
RDG	101	Reading	3
ENG	101	Freshman English	3
HIS	101	Western Civilization	3
MAT	112	Mathematics	5
BIO	101	General Biology	4
PED	101	Physical Fitness	1
			19

		2nd Quarter	Credits
ENG	102	Freshman English	3
HIS	102	Western Civilization	3
MAT	113	Mathematics	5
BIO	102	General Biology	4
PED		100 level PE course	1
		Elective (free)	0-2
			16-18

		3rd Quarter	Credits
ENG	103	Freshman English	3
HIS	103	Western Civilization	3
MAT	150	Mathematics	5
BIO	103	General Biology	4
PED		100 level PE course	1
		Elective (free)	0-2
			16-18

		4th Quarter	Credits
CHM	101	Chemistry	4
BIO	211	Zoology	4
POL	201	American Government	5
PED		PE elective	1
		Elective (free)	0-5
			14-19

		5th Quarter	Credits
CHM	102	Chemistry	4
BIO	221	Zoology	4
BUS	221	Economics I	5
HUM	201	Humanities	5
PED		PE Elective	1
			19

		6th Quarter	Credits
CHM	103	Chemistry	4
BIO	213	Zoology	4
PED		PE Elective	1
HUM	202	Humanities	5
		Elective (free)	5
			19

AIR CONDITIONING AND REFRIGERATION
(Diploma)

Program Justification

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new buildings constructed for business and commercial use have all year comfort systems. Many homes now have air conditioning and the trend is definitely in the direction of more all-year systems of cooling and heating. The trend is equally an upward one for refrigeration systems. The improvement of air conditioning and refrigeration systems requires trained persons to install, operate, maintain, and service the complex equipment involved in these systems.

Related Job Titles/Employment Possibilities

Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The serviceman is employable in areas of sales, maintenance, installation, and in the expanding fields of truck and trailer refrigeration.

Program Description

The program is designed to train the student in the skills required by the air conditioning and refrigeration areas. These include installation, inspection, maintenance and repair of commercial equipment, connection of motors, compressors, temperature controls, humidity controls and circulating fans to control panels, testing of systems, observation pressure and vacuum gauges, and adjustments of control to insure proper operation.

		1st Quarter	Credits
ENG	1101	Reading Improvement	3(3-0)
AHR	1121	Principles of Refrigeration	8(3-15)
MAT	1101	Fundamentals of Mathematics I	4(4-0)
PHY	1101	Applied Science I	4(3-2)
BPR	1104	Blueprint Reading: Mechanical	2(1-2)
			21(14-19)

		2nd Quarter	Credits
AHR	1122	Domestic and Commercial Refrigeration	8(3-15)
MAT	1102	Fundamentals of Mathematics II	3(3-0)
ENG	1102	Communication Skills	3(3-0)
ELC	1102	Applied Electricity	3(2-3)
BPR	1116	Blueprint Reading: Air Conditioning	2(1-3)
			19(12-21)

		3rd Quarter	Credits
AHR	1123	Principles of Air Conditioning	10(6-12)
AHR	1128	Automatic Controls	5(3-6)
PSY	1101 or		
BUS	220	Human Relations in Business	3(3-0)
			18(12-18)

		4th Quarter	Credits
AHR	1124	Air Conditioning & Servicing	5(3-6)
AHR	1126	All Year Comfort Systems	5(3-6)
MEC	1120	Duct Construction and Maintenance	5(3-6)
BUS	1103	Small Business Operations	3(3-0)
			18(12-18)

VISUAL ART PROGRAM
(Associate in Fine Arts)

Program Justification

An increasing number of 4-year schools are offering a Bachelor of Fine Arts degree.

Program Description

This program is designed for students who have definite plans to transfer to a 4-year institution.

		1st Quarter	Credits
RDG	101	Reading	3
ENG	101	Freshman English	3
MAT	112	College Algebra	5
ART	131	Beginning Pottery	3
PED	101	Physical Fitness	1
HIS	101	Western Civilization	3
			18

		2nd Quarter	Credits
ENG	102	Freshman English	3
ART	110	Fundamentals of Design	5
ART	132	Advanced Pottery I	3
PED		100 level PE course	1
HIS	102	Western Civilization	3
		Elective (free)	3
			18

		3rd Quarter	Credits
ENG	103	English	3
ART	210	Painting Processes	3
PED		100 level PE course	1
ART	112	Figure Drawing	3
PHY	101	Physical Science	4
HIS	103	Western Civilization	3
			17

		4th Quarter	Credits
ART	201	Survey of Art History I	5
ART	121	3D Design I	4
ART	211	Portrait Painting	3
ENG	231	World Literature	3
		Elective (free)	3-5
			18-20

		5th Quarter	Credits
ART	202	Survey of Art History II	5
ART	122	3D Design II	3
ART	141	Print Making I	3
ENG	232	World Literature	3
PHI	201	Philosophy	3
			19

		6th Quarter	Credits
ART	203	Survey of Art History III	5
ENG	233	World Literature	3
ART		Selected Studio Course	5
		Elective (free)	3-5
			16-18

LIBERAL ARTS PROGRAM
(Associate in Arts)

PROGRAM JUSTIFICATION

A large number of college parallel students transfer to liberal arts 4-year colleges and universities after graduating from Southeastern Community College.

PROGRAM DESCRIPTION

This program is designed for students who have definite plans to transfer to a liberal arts college or university

		1st Quarter	Credits
RDG	101	Reading	3
ENG	101	Freshman English	3
HIS	101	Western Civilization	3
BIO	101	General Biology or	
PHS	101	Physical Science or	
CHM	101	General Chemistry	4
PED	101	Physical Fitness	1
		Elective (free)	2-4
			16-20

		2nd Quarter	Credits
ENG	102	Freshman English	3
HIS	102	Western Civilization	3
BIO	102	General Biology or	
PHS	102	Physical Science or	
CHM	102	General Chemistry	4
PED		100 level PE course	1
		Elective (free)	4-6
			15-18

		3rd Quarter	Credits
ENG	103	English	3
HIS	103	Western Civilization	3
BIO	103	General Biology or	
PHS	103	Physical Science or	
CHM	103	General Chemistry	4
PED		100 level PE course	1
ENG	151	Voice & Diction	3
		Elective (free)	2-4
			15-18

		4th Quarter	Credits
ENG		Literature	3
MAT	101	Mathematics	3
	or		
MAT	112	Mathematics	5
ENG	211	Speech	3
		Elective (free)	6-8
			15-19

		5th Quarter	Credits
ENG		Literature	3
MAT	102	Mathematics	3
	or		
MAT	113	Mathematics	5
HUM	201	Humanitites	5
		Elective (free)	4-6
			15-19

		6th Quarter	Credits
ENG		Literature	3
MAT	103	Mathematics***	3
HUM	202	Humanities	5
		Elective (free)	4-7
			15-18

***This course should ordinarily be taken if MAT 101 and MAT 102 have been taken previously.

BASIC COLLEGE PROGRAM
(Associate in Arts)

PROGRAM JUSTIFICATION

Sometimes the student does not have a specific educational objective in mind when he enrolls at SCC. SCC is understanding of this, and hopes that during the time the student spends at SCC his educational intentions will become more concrete.

PROGRAM DESCRIPTION

The program is organized to meet the general education requirements of the college with sufficient electives to permit the student to explore a wide range of interests.

		1st Quarter	Credits
RDG	101	Reading	3
ENG	101	Freshman English	3
HIS	101	Western Civilization	3
BIO	101	General Biology or	
PHY	101	Physical Science or	
CHM	101	General Chemistry	4
PED	101	Physical Fitness	1
		Elective (free)	3-5
			17-19

		2nd Quarter	Credits
ENG	102	Freshman English	3
HIS	102	Western Civilization	3
BIO	102	General Biology or	
PHS	102	Physical Science or	
CHM	102	General Chemistry	4
PED		100 level PE course	1
MAT	101	Mathematics	3
		Elective (free)	2-4
			16-18

		3rd Quarter	Credits
ENG	103	Freshman English	3
HIS	103	Western Civilization	3
BIO	103	General Biology or	
PHS	103	Physical Science or	
CHM	103	General Chemistry	4
PED		100 level PE course	1
MAT	102	Mathematics	3
		Elective (free)	2-4
			16-18

		4th Quarter	Credits
ENG	201	English Literature	3
MAT	103	Mathematics	3
PSY	201	Psychology or	
SOC	201	Sociology	5
ENG	151	Voice and Diction	3
		Electives (free)	2-4
			16-18

		5th Quarter	Credits
ENG	202	English Literature	3
HUM	201	Humanities	5
		Elective (free)	6-10
			14-18

		6th Quarter	Credits
ENG	203	English Literature	3
ENG	211	Speech	3
HUM	202	Humanities	5
		Elective (free)	8
			19

BASIC BUSINESS ADMINISTRATION
(Associate in Applied Science)

PROGRAM JUSTIFICATION

Business is becoming increasingly complex. The uncertain economy is demanding more and more that persons entering related areas are highly trained and skilled.

RELATED JOB TITLES/EMPLOYMENT POSSIBILITIES

Employment possibilities exist in areas of business management, retailing, economics, and finance.

PROGRAM DESCRIPTION

The Basic Business Administration program is designed to meet the requirements of those students who plan to enter the fields of management finance, accounting or economics.

		1st Quarter	Credits
ENG	101	Freshman English	3(3-0)
RDG	101	Reading	3(3-0)
BUS	101	Typewriting	3(1-4)
PED	101	Physical Fitness	1(0-2)
BUS	105	Introduction to Business	5(5-0)
			15(12-6)

		2nd Quarter	Credits
BUS	106	Business Law I	3(3-0)
BUS	141	Business Mathematics I	3(3-0)
PED	102	Physical Fitness	1(0-2)
ENG	102	Freshman English	3(3-0)
BUS	124	Business Finance	3(3-0)
		Elective (free)	3(3-0)
			16(15-2)

		3rd Quarter	Credits
PED	103	Physical Fitness	1(0-2)
BUS	107	Business Law II	3(3-0)
BUS	130	Introduction to Data Processing Systems	5(3-2)
BUS	142	Business Mathematics	3(3-0)
BUS	116	Office Machines	5(3-4)
			17(9-7)

		4th Quarter	Credits
BUS	111 or	Principles of Accounting	
BUS	114	Secretarial Accounting I	4(3-2)
BUS	221	Economic Principles	5(5-0)
BUS	219	Business Communications	3(3-0)
BUS	247	Business Insurance	3(3-0)
BUS	238	Marketing	3(3-0)
			18(17-2)

		5th Quarter	Credits
BUS	112 or	Principles of Accounting	
BUS	115	Secretarial Accounting II	4(3-2)
BUS	222	Economic Principles II	5(5-0)
BUS	231	Fundamentals of Management I	3(3-0)
BUS	229	Personal Taxes	3(3-0)
			15(14-2)

		6th Quarter	Credits
BUS	113 or		
BUS	Elective	Principles of Accounting	4(3-2)
BUS	232	Fundamentals of Management II	3(3-0)
BUS	220	Human Relations in Business	3(3-0)
		Elective (Humanities, Social Science or Behavorial Science	5(5-0)
			15(14-2)

total credit hours 96

BUSINESS PROGRAMS

BUSINESS EDUCATION
Associate in Arts

PROGRAM JUSTIFICATION

The field of business is becoming increasingly complex. More and more skilled and trained persons are required in the business field and more and more skilled business educators are required to provide professional business training.

RELATED JOB TITLES/EMPLOYMENT POSSIBILITIES

Business Teacher

PROGRAM DESCRIPTION

The program is designed to provide the basics for persons desiring to major in business education at a 4-year institution. It can be modified to satisfy the requirements of the institution to which the student intends to transfer.

		1st Quarter	Credits
RDG	101	Reading	3
ENG	101	Freshman English	3
HIS	101	Western Civilization	3
BUS	101	Typewriting	3
BUS	108	Shorthand	4
PED	101	Physical Fitness	1
		Elective (free)	0-2
			17-19

		2nd Quarter	Credits
ENG	102	Freshman English	3
HIS	102	Western Civilization	3
BUS	102	Typewriting	3
BUS	109	Shorthand	4
PED		100 level PE course	1
MAT	101	Mathematics	3
			17

		3rd Quarter	Credits
ENG	103	Freshman English	3
HIS	103	Western Civilization	3
BUS	103	Typewriting	3
BUS	110	Shorthand	4
PED		100 level PE course	1
MAT	102	Mathematics	3
			17

		4th Quarter	Credits
ENG		Literature	3
MAT	103	Mathematics	3
BIO	101	General Biology or	
PHS	101	Physical Science or	
CHM	101	General Chemistry	4
BUS	111	Accounting	4
		Elective (free)	1-4
			15-18

		5th Quarter	Credits
ENG		Literature	3
BIO	102	General Biology or	
PHS	101	Physical Science or	
CHM	102	General Chemistry	4
BUS	112	Accounting	4
HUM	201	Humanities	5
			16

		6th Quarter	Credits
BIO	103	General Biology or	
PHS	103	Physical Science or	
CHM	103	General Chemistry	4
BUS	113	Accounting	4
HUM	201	Humanities	5
		Elective (free)	4
			17

GENERAL OFFICE TECHNOLOGY
(Associate in Applied Science)

PROGRAM JUSTIFICATION

The field of business is becoming increasingly complex. More and more skilled and trained persons are required in the business field.

RELATED JOB TITLES/EMPLOYMENT POSSIBILITIES

Clerk typists, receptionists, filing clerks, records operators, duplicating machine operators, reproduction typists, transcribing machine operators, and various civil services positions.

PROGRAM DESCRIPTION

The General Office Technology program is designed especially for those students who have no aptitude nor taste for shorthand but who desire to work in offices.

		1st Quarter	Credits
RDG	101	Reading	3(3-0)
BUS	101	Typewriting	3(1-4)
PED	101	Physical Fitness	1(0-2)
BUS	105	Introduction to Business	5(5-0)
BUS	141	Business Mathematics	3(3-0)
			15(12-6)

		2nd Quarter	Credits
BUS	106	Business Law	3(3-0)
ENG	101	Freshman English	3(3-0)
BUS	102	Typewriting	3(1-4)
PED	102	Physical Fitness	1(0-2)
BUS	116	Office Machines	5(3-4)
		*Elective (free)	3(3-0)
			18(10-11)

		3rd Quarter	Credits
ENG	102	Freshman English	3(3-0)
BUS	170	Personal Economic Issues	3(3-0)
BUS	103	Typewriting	3(1-4)
ENG	161	Fundamentals of Speech Communications	3(3-0)
PED	103	Physical Fitness	1(0-2)
		*Elective (free)	3 or 5 (3 or 5)
			16 or 18 (13/15-6)

		4th Quarter	Credits
BUS	130	Introduction to Data Processing System	5(3-2)
BUS	219	Business Communications	3(3-0)
BUS	104	Typewriting	3(1-4)
BUS	114	Secretarial Accounting I	4(3-2)
		*Elective (free)	3 or 5 (3 or 5)
			18 or 20 (13/15-8)

		5th Quarter	Credits
BUS	213	Office Procedures	5(5-0)
BUS	115	Secretarial Accounting II	4(3-2)
BUS	118	Machine Transcription I	3(1-4)
BUS	260	Business Filing	3(1-2)
			15(10-8)

		6th Quarter	Credits
BUS	255	Key Punch	3(1-2)
BUS	119	Machine Transcription II	3(1-4)
BUS	220	Human Relations	3(3-0)
		*Elective (free)	5(5-0)
			14(10-6)

*One of these electives must be a five-credit hour approved humanities.

SECRETARIAL TECHNOLOGY
(Associate in Applied Science)

PROGRAM JUSTIFICATION

Business is becoming increasingly complex. The uncertain economy is demanding more and more that persons entering business related areas are highly trained and skilled.

RELATED JOB TITLES/EMPLOYMENT POSSIBILITIES

Secretary, executive secretary, stenographers, administrative assistant, director of secretarial pool.

Program Description

The Secretarial Technology Program is designed to provide students with secretarial, administrative and management skills.

		1st Quarter	Credits
RDG	101	Reading	3(3-0)
BUS	105	Introduction to Business	5(5-0)
BUS	101	Typewriting	3(1-4)
BUS	108	Beginning Shorthand	4(3-2)
PED	101	Physical Fitness	1(0-2)
			16(12-8)

		2nd Quarter	Credits
ENG	101	Freshman English	3(3-0)
BUS	102	Typewriting	3(1-4)
BUS	106	Business Law	3(3-0)
BUS	109	Intermediate Shorthand	4(3-2)
BUS	141	Business Mathematics I	3(3-0)
PED	102	Physical Fitness	1(0-2)
			17(13-8)

		3rd Quarter	Credits
ENG	102	Freshman English	3(3-0)
BUS	103	Typewriting	3(1-4)
BUS	116	Office Machines	5(3-4)
BUS	110	Advanced Shorthand	4(3-2)
PED	103	Physical Fitness	1(0-2)
			16(7-13)

		4th Quarter	Credits
BUS	104	Typewriting	3(1-4)
BUS	114	Secretarial Accounting I	4(3-2)
BUS	170	Personal Economic Issues	3(3-0)
BUS	206	Dictation & Transcription I	4(3-2)
BUS	219	Business Communications	3(3-0)
			17(13-8)

		5th Quarter	Credits
BUS	115	Secretarial Accounting II	4(3-2)
BUS	118	Machine Transcription I	3(1-4)
BUS	207	Dictation & Transcription II	4(3-2)
BUS	260	Business Filing	3(1-2)
			14(8-10)

		6th Quarter	Credits
BUS	213	Office Procedures	5(5-0)
BUS	220	Human Relations	3(3-0)
BUS	208	Dictation & Transcription III	4(3-2)
		Elective (Humanities, Social or Behavioral Sciences)	5(5-0)
			17(16-2)

Total 97

CHILD DEVELOPMENT PROGRAM
(Diploma)
or
(Associate in Applied Science)

Program Justification

Recent research has reemphasized the importance of fostering maximum learning and development during the early years of life. After all, ages 0-5 are the building block years for a child. In the pre-school years personality is developed, physical growth is great, and the learning of basic concepts is extremely important. To maximize the child's early development it is essential to have trained persons to teach and to create an exciting child-centered environment in which the child can learn and explore.

Related Job Titles/Employment Possibilities

Persons graduating from the child development program may be employed in day care centers, child-development centers, and private or home operations.

Program Description

The child development program takes place mainly in Southeastern's laboratory observation school for pre-schoolers. Here the student learns both the physical and psychological characteristics of the pre-school child, as well as learns from practical experience how to be an effective adult in a pre-school program. The program is designed according to a "career ladder" approach; the student who chooses to obtain a one-year diploma degree will take the first three quarters as listed in the curriculum below, plus a CDE III Internship in Child Development. Students wishing to go on with Child Development may add the other 3 quarters required in order to obtain an Associate in Applied Science Degree in the field.

CHILD DEVELOPMENT
(Diploma)

		1st Quarter	Credits
ENG	1101	Reading Improvement	3(3-0)
CDE	101	Observation and Recording	3(3-2)
CDE	102	Rhymthic Activities and Creative Expression	4(3-3)
CDE	103	Child Development: Conception to Age Six	3(3-0)
CDE	104	Foods for Children	4(3-2)
			17(15-7)

		2nd Quarter	Credits
ENG	1102	Communication Skills	3(3-0)
CDE	105	Preschool Education	5(3-6)
CDE	106	Science for the Preschooler	4(3-2)
CDE	107	Parent Education	2(2-0)
MUS	106	Music for the Preschooler	4(3-3)
			18(14-11)

		3rd Quarter	Credits
CDE	108	Preschool Practicum	5(3-5)
CDE	109	Motor Development: Creative Movement	3(2-3)
CDE	110	Creative Activities	4(3-2)
EDU	101	Math for the Preschooler	4(3-2)
MUS	107	Music for the Preschooler	4(3-3)
			20(14-15)

Any student interested in a Certificate Program may withdraw at the end of the above three quarters and upon completion of these receive a certificate.

		4th Quarter	Credits
CDE	111	Literature for Children	3(3-0)
CDE	112	Child Guidance	3(3-0)
HED	206	First Aid and Safety	3(3-0)
SOC	203	Social Recreation	3(3-0)
CDE	113	Marriage and Family Relationships	3(3-0)
			15(15-0)

Internship Option

Those who have completed the Vocational Diploma Program in Child Development may choose to register for the internship course listed below in any subsequent quarter. This allows a student the opportunity to work in a pre-school program under the supervision of the Child Development Department.

CDE	114	Internship in a Preschool Program	5(0-30)

CHILD DEVELOPMENT
(Associate in Applied Science)

1st quarter through 4th quarter are identical to the program outlined above for the Vocational Diploma with the substitution of ENG 101 and RDG 101 for ENG 1101 and ENG 1102. A student who wishes to switch from the Vocational Diploma Program or add the Assocciate in Applied Science degree to it may do so by adding RDG 101 and ENG 101 to the program and completing the three additional quarters below:

		5th Quarter	Credits
CDE	115	Child Growth and Development: Middle Childhood to Adolescence	3(3-0)
PSY	201	Introduction to Psychology	5(5-0)
ART	180	Art for the Elementary School Teacher	5(5-0)
MUS	180	Music for the Elementary School Teacher	5(5-0)
			18(18-0)

Note: The 6th and 7th quarters below may be taken in reverse order. This allows the internship to be taken either of these two quarters upon recommendations of advisor.

		6th Quarter	Credits
CDE	116	Exceptional Children	3(3-0)
PSY	202	Human Development	5(5-0)
MAT	180	*Math for the Elementary School Teacher	5(5-0)
ENG	161	Fundamentals of Speech Communication	3(3-0)
			16(16-0)

*You may be advised to take Math 100A and/or 100B before this course.

		7th Quarter	Credits
CDE	117	Internship in a Public School Program	5(0-30)

COSMETOLOGY
(Diploma)

Program Justification

The cosmetology field has grown in recent years. The chemical sophistication of cosmetics as well as the growing demand for cosmetological services for both sexes, has increased the need for trained cosmetology specialists.

Related Job Titles/Employment Possibilities

Cosmetologist, beautician, hairdresser, manicurist, beauty parlor operator

Program Description

Instruction is provided in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and hair styling. Graduates of the program are eligible to apply to the state board of Cosmetics Arts to become a Registered Cosmetologist.

		1st Quarter	**Credits**
COS	1101	Introduction to Cosmetology	5(5-0)
COS	1102	Mannequin Practice	10(0-30)
			15(5-30)

		2nd Quarter	**Credits**
COS	1103	Basic Theory of Cosmetology	5(5-0)
COS	1104	Practical Skills of Cosmetology I	9(0-27)
ENG	1101	Reading Improvement	3(3-0)
			17(8-27)

		3rd Quarter	**Credits**
COS	1105	Basic Theory of Cosmetology	5(5-0)
COS	1106	Practical Skills of Cosmetology	9(0-27)
BUS or PSY	220 1101	Human Relations	3(3-0)
			17(8-27)

		4th Quarter	**Credits**
COS	1107	Salon Management	5(5-0)
COS	1103	Advanced Hairdressing	9(0-25)
			14(5-25)

		5th Quarter	**Credits**
COS	1199	Review of Basic Skills	9(0-25)

Criminial Justice-Protective Services Technology
(Associate in Applied Science)

PROGRAM JUSTIFICATION

Social change is occurring very rapidly today. Perhaps more than any other public servant, the law enforcement officer must remain updated on the ramifications of social change with regard to how human behavior and human institutions are affected by it. To function effectively, the law enforcement officer must be properly trained in legal doctrine and psychologically prepared for the situations he/she encounters.

RELATED JOB TITLES/EMPLOYMENT POSSIBILITIES

Law enforcement officer; policeman; law enforcement positions within state and federal agencies, municipal agencies, and industry.

PROGRAM DESCRIPTION

The program is designed to develop the proper skills necessary to function effectively as a law enforcement officer, as well as to develop and enhance certain attitudes. Communications and human relations are emphasized. The student has the choice of three options. **(Core Courses)**

		1st Quarter	**Credits**
RDG	101	Reading	3(3-0)
ENG	101	Freshmen English	3(3-0)
CJC	101	Introduction to Criminal Justice	5(5-0)
CJC	102	Criminal Law I	3(3-0)
		Lab Science Elective	4(3-2)
			18(17-2)

		2nd Quarter	**Credits**
ENG	102	Freshman English	3(3-0)
CJC	103	Criminal Procedure	2(2-0)
CJC	104	Introduction to Criminology	5(5-0)
CJC	105	Criminal Evidence	3(3-0)
CJC	106	Police Community Relations	2(2-0)
SOC	201	Introduction to Sociology	5(5-0)
			20(20-0)

		3rd Quarter	**Credits**
ENG	161	Fund. of Speech Comm.	3(3-0)
CJC	107	Applied Police Psychology	3(3-0)
CJC	108	Criminal Law II	3(3-0)
POL	201	American Federal Gov.	5(5-0)
PSY	201	Introduction to Psychology	5(5-0)
			19(19-0)

(Law Enforcement Option)

		4th Quarter	**Credits**
ENG	104	Technical Report Writing	3(3-0)
CJC	200	Motor Vehicle Laws	3(3-0)
CJC	201	Organization and Admin.	5(5-0)
CJC	202	Intro. to Criminalistics	5(5-0)
CJC	203	Interviews and Interrogations	3(3-0)
			19(19-0)

		5th Quarter	**Credits**
HED	206	First Aid and Safety	3(3-0)
CJC	204	Police Supervision	3(3-0)
CJC	205	Identification Techniques	4(4-0)
POL	202	American State and Local Govt.	5(5-0)
BUS	141	Business Math	3(3-0)
			18(18-0)

		6th Quarter	**Credits**
CJC	207	Police Science Photo.	4(3-2)
CJC	208	Criminal Invesigation	5(5-0)
CJC	209	Forensic Science	4(4-0)
		Elective (free)	3(3-0)
			16(15-2)

(Correction Option)

		4th Quarter	**Credits**
ENG	104	Technical Report Writing	3(3-0)
CJC	211	Corrections, Administration, and Organization	5(5-0)
SOC	225	Social Problems	5(5-0)
PSY	203	Abnormal Psychology	5(5-0)
			18(18-0)

		5th Quarter	**Credits**
CJC	212	Correction	5(5-0)
POL	202	Amer. State & Local Govt.	5(5-0)
CJC	213	Confinement Facilities Adm.	3(3-0)
CJC	214	Corrections Law	3(3-0)
CJC	215	Counseling	3(3-0)
BUS	141	Business Math	3(3-0)
			22(22-0)

		6th Quarter	**Credits**
CJC	217	Corrections Counseling	5(4-2)
CJC	218	Paroles, Probation, Pardons	3(3-0)
CJC	219	Rehabilitation	3(3-0)
CJC	220	Mental Retardation	3(3-0)
BUS	220	Human Relation in Bus.	3(3-0)
CJC	216	Community Based Cor.	3(3-0)
			20(19-2)

(Security Services Option)

		4th Quarter	**Credits**
ENG	104	Technical Report Writing	3(3-0)
CJC	221	Administration of Security Systems	4(4-0)
SOC	225	Social Problems	5(5-0)
PSY	203	Abnormal Psychology	5(5-0)
CJC	222	Surveillance Techniques	3(3-0)
			20(20-0)

		5th Quarter	**Credits**
CJC	223	Security System	5(5-0)
CJC	224	Property Control	3(3-0)
CJC	225	Common Carrier Protection	3(3-0)
CJC	226	Industrial Accident Investigation and Reporting	3(3-0)
CJC	227	Civil and Criminal Legal Respon.	3(3-0)
BUS	141	Business Math	3(3-0)
			20(20-0)

		6th Quarter	**Credits**
CJC	228	Electronics Detection and Polygraph	5(5-0)
CJC	229	Security Invesigation	3(3-0)
CJC	230	Retail Security	3(3-0)
CJC	231	Fire Prevention & Security	3(3-0)
BUS	220	Human Relations	3(3-0)
			17(17-0)

		Electives	**Credits**
CJC	232	Self-Defense-Forms and Positions	2(0-6)
CJC	233	Control Methods in Self-Defense	2(0-6)
CJC	234	Control Methods in Self-Defense	2(0-6)
CJC	235	Control Methods in Self-Defense	2(0-6)
			8(0-24)

PRE-EDUCATION
(Associate in Arts)

PROGRAM JUSTIFICATION

The field of education is vast. It is calling for not only persons with information to convey, but persons who know how to convey that information. Education programs in 4-year institutions usually require that the student have a background that will appropriately suit him/her for higher level courses in education.

PROGRAM DESCRIPTION

The program described course by course below is basic for a person seeking an Associate of Arts degree in education. However, it is meant to be modified based on the area of education the student wants to specialize in (ie. elementary, secondary, etc.) and on the requirements of the 4-year institution to which the student wishes to transfer.

		1st Quarter	Credits
RDG	101	Reading	3
ENG	101	Freshman English	3
BIO	101	General Biology or	
PHS	101	Physical Science or	
CHM	101	General Chemistry	4
HIS	101	Western Civilization	3
PED	101	Physical Fitness	1
		Elective (free)	3-5
			17-22

		2nd Quarter	Credits
ENG	102	Freshman English	3
BIO	102	General Biology or	
PHS	102	Physical Science or	
CHM	102	General Chemistry	4
HIS	102	Western Civilization	3
PED		100 level PE course	1
MAT	180	Mathematics	3-5
or			
MAT	101	Mathematics	3
		Elective (free)	0-2
			14-21

		3rd Quarter	Credits
ENG	103	Freshman English	3
BIO	103	General Biology or	
PHS	103	Physical Science or	
CHM	103	General Chemistry	4
HIS	103	Western Civilization	3
PED		100 level PE course	1
MAT	181	Mathematics	5
or			
MAT	102	Mathematics	3
			14-16

		4th Quarter	Credits
ENG		Literature	3
PSY	201	Psychology	5
EDU	201	Education	5
ENG	151	Voice & Diction	3
		Elective (free)	3
			19

		5th Quarter	Credits
ENG		Literature	3
PSY	205	Educational Psychology	5
HUM	201	Humanities	5
SOC	201	Sociology	5
			18

		6th Quarter	Credits
ENG		Literature	3
ENG	211	Speech	3
EDU	202	Education	5
HUM	202	Humanities	5
		Elective (free)	3
			19

ELECTRICAL ENGINEERING TECHNOLOGY
(Diploma)
or
(Associate in Applied Science)

Program Justification

Electricity has influenced the design of machines and controls for industry. It has increased manufacturing capabilities, and has provided for labor-saving devices in business, industry and home.

The explosion of technical knowledge within the last ten years has created a demand for competently trained technicians capable of applying electrical principles in today's complex industrial settings. It has also placed a demand upon educational institutions to adequately train technicians for jobs in the areas of research, design, development, production, maintenance, construction and sales.

Related Job Titles/Employment Possibilities

The graduate of the electrical program will be qualified to enter the electrical field where he will assist in the planning, layout, installation, check-out, and maintenance of electrical equipment in residential, commercial and industrial plants.

Program Description

This is not a pre-engineering curriculum. It is organized to provide a basis for entry into a variety of occupations in the electrical and electronic field. The fundamentals of electricity including wiring installations, electrical circuits, the measurement of voltage, current power and power factor of single and polyphase alternating circuits are covered. Additionally, a background in motor and motor control systems, industrial and electronic control system, business procedures, business organization and business practices, mathematical and communications skills is presented. The program utilizes the "career-ladder" approach. The student may receive a Diploma with the completion of the first four quarters.

With the completion of the 5th, 6th, and 7th quarters the student may receive an Associate in Applied Science degree. These last three quarters are flexible and with permission from the occupational dean and the student's advisor, electives may be taken instead of some courses.

Electrical Installation & Maintenance
(Diploma)

		1st Quarter	Credits
ELC	112	Direct and Alternating Current	10(5-15)
MAT	121	Basic Algebra I	5(5-0)
RDG	101	Reading	3(3-0)
			18(13-15)

		2nd Quarter	Credits
ELC	113	AC/DC Machines and Controls	9(5-12)
MAT	122	Basic Algebra II	5(5-0)
ENG	1101	Reading Improvement	3(3-0)
ELN	101	Instruments and Measurements I	2(1-2)
			19(14-14)

		3rd Quarter	Credits
ELC	114	Residential Wiring	8(5-9)
ELN	102	Instruments and Measurements II	2(1-2)
ENG	1102	Communication Skills	3(3-0)
BUS	220	Human Relations	3(3-0)
BPR	110	Blueprint Reading & Sketching I	2(1-2)
			18(13-13)

		4th Quarter	Credits
ELC	115	Commercial and Industrial Wiring	9(5-12)
BUS	1103	Small Business Operations	3(3-0)
BPR	113	Blueprint Reading and Sketching II	2(1-2)
			14(9-14)

ELECTRICAL ENGINEERING TECHOLOGY
(Associate in Applied Science)

		1st Quarter	Credits
ELC	112	Direct and Alternating Current	10(5-15)
MAT	121	Basic Algebra I	5(5-0)
RDG	101	Reading	3(3-0)
			18(13-15)

		2nd Quarter	Credits
ELC	113	AD/DC Machines and Controls	9(5-12)
ELN	101	Instruments and Measurements I	2(1-2)
MAT	122	Basic Algebra II	5(5-0)
ENG	151	Voice and Diction	3(3-0)
			19(14-14)

		3rd Quarter	Credits
ELN	108	Industrial Electronics I	5(3-6)
ELN	102	Instruments and Measurements II	2(1-2)
MAT	123	Electronic Math I	5(5-0)
ENG	161	Fundamentals of Speech Communications	3(3-0)
BPR	110	Blueprint Reading and Sketching I	2(1-2)
			17(13-10)

		4th Quarter	Credits
ELN	109	Industrial Electronics II	5(3-6)
BPR	113	Blueprint Reading and Sketching II	2(1-2)
BUS	235	Small Business Management	3(3-0)
ENG	101	Freshman English	3(3-0)
			13(10-8)

		5th Quarter	Credits
ELC	215	Electrical Machines	4(2-5)
ELN	105	Control Devices	7(5-4)
MAT	221	Electronic Math II	5(5-0)
		Elective 3 or 5 Soc/Sci/Humanities	3-5(5 or 3)
			19-21(17-9)

		5th Quarter	Credits
ELN	210	Semi-Conductor Cir.	6(5-2)
ELN	214	Wave Shaping I	3(2-2)
MAT	221	Electronic Math II	5(5-0)
		Elective Lab. Sci.	4(3-2)
			18(15-6)

		6th Quarter	Credits
ELC	225	Elect. Controls & Circuits	6(3-9)
ELN	220	Electronic Sys.	7(5-4)
ENG	102	Freshman English	3(3-0)
		Elective 3 or 5 Soc/Sci/Humanities	3-5(5 or 3)
			19-21(16-13)

		6th Quarter	Credits
ELN	220	Electronic Sys.	7(5-4)
ELN	215	Wave Shaping II	3(2-2)
ENG	102	Freshman English	3(3-0)
		Elective Lab. Sci.	4(3-2)
			17(13-4)

		7th Quarter	Credits
ELC	235	Planning Electrical Installations	5(3-6)
ENG	104	Technical Writing	3(3-0)
		Elective Soc/Sci/Humanities	5(5-0)
			13(11-6)

		7th Quarter	Credits
ELN	235	Special Devices	3(2-3)
ENG	104	Technical Writing	3(3-0)
		Elective	5(5-0)
		Soc/Sci/Human.	3(3-0)
			14(13-3)

One Year Diploma – Credit Hours – 69
Two Year Diploma – Credit Hours – 116
Two Year Dipolma – Credit Hours – 118 or 122

PRE-ENGINEERING, MATHEMATICS & SCIENCE PROGRAM

(Associate in Science)

Program Justification

The program exists for those students who wish to transfer to a 4-year school and major in an engineering, mathematics or science related area.

Program Description

This program offers courses which should adequately prepare the student for pursuit of a Bachelor of Science degree at a 4-year institution.

		1st Quarter	**Credits**
RDG	101	Reading	3
ENG	101	Freshman English	3
HIS	101	Western Civilization	3
CHM	101	Chemistry	4
PED	101	Physical Fitness	1
MAT	112	Mathematics	5
			19

		2nd Quarter	**Credits**
ENG	102	Freshman English	3
HIS	102	Western Civilization	3
CHM	102	Chemistry	4
MAT	113	Mathematics	5
PED		100 level PE course	1
		Elective (free)	0-2
			16-18

		3rd Quarter	**Credits**
ENG	103	Freshman English	3
HIS	103	Western Civilization	3
CHM	103	Chemistry	4
MAT	150	Mathematics	5
PED		100 level PE course	1
		Elective (free)	0-2
			16-18

		4th Quarter	**Credits**
MAT	250	Mathematics	5
PHY	201	General Physics	4
		Elective (free)	9-11
			18-20

		5th Quarter	**Credits**
HUM	201	Humanities	5
MAT	251	Mathematics	5
PHY	202	General Physics	4
		Elective (free)	5
			19

		6th Quarter	**Credits**
MAT	252	Mathematics	5
PHY	203	General Physics	4
HUM	202	Humanities	5
		Electives (free)	5
			19

MUSIC
(Associate in Fine Arts)

Program Justication

The 1960's and 1970's have been characterized by a remarkable awakening of an interest in all types of music. An increasing number of persons are pursuing musical vocations as well as musical interests. Four-year colleges and universities offer Bachelor of Arts and Bachelor of Fine Arts degrees which provide for training and study in a wide and diversified range of musical fields.

Program Description

The program is flexible and is designed to lead the individual students to his/her unique vocational, avocational and artistic aspirations in music, as well as to prepare the student to transfer to the 4-year institution or music school of his/her choice.

		1st Quarter	**Credits**
MUS	111	Music-Theory-Basic Mus.	4
MUS	164	Applied Music	
	or	Major-Principal	2
MUS	174		
MUS	164	Applied Music	2
	or	Minor-Secondary	
MUS	174		
MUS	101	Performance Class	1
PED	101	Physical Fitness	1
ENG	101	Freshman English	3
RDG	101	Reading	3
HIS	101	Western Civilization	3
			19

		2nd Quarter	**Credits**
MUS	112	Music Theory-Basic	
		Musicianship	4
MUS	165	Applied Music-Major-	
		Principal	2
	or		
MUS	175		
MUS	165	Applied Music	2
	or	Minor-Secondary	
MUS	175		
MUS	102	Performance Class	1
PED		100 level PE course	1
ENG	102	Freshman English	3
HIS	102	Western Civilization	3
MAT	101	Fundamentals of Math	3
			19

		3rd Quarter	**Credits**
MUS	113	Music Theory	4
MUS	166	Applied Music	2
	or	Major-Principal	
MUS	176		
MUS	166	Applied Music	2
	or	Minor-Secondary	
MUS	176		
MUS	103	Performance Class	1
PED		100 level PE course	1
ENG	103	Freshman English	3
HIS	103	Western Civilization	3
PHS	103	Physical Science	
	or		
BIO	103	Biology	4
			20

		4th Quarter	**Credits**
MUS	211	Music Theory-Creative	
		Musicianship	4
MUS	264	Applied Music-Major	
		Principal	2
	or		
MUS	274		
MUS	264	Applied Music-Minor-	
		Secondary	2
	or		
MUS	274		
MUS	201	Performance Class	1
		Elective	6
			15

		5th Quarter	**Credits**
MUS	212	Music Theory-Creative	
		Musicianship	4
MUS	265	Applied Music-Major-	
		Principal	2
	or		
MUS	275		
MUS	265	Applied Music-Minor-	
		Secondary	2
	or		
MUS	275		
MUS	202	Performance Class	1
		Elective	8
			17

		6th Quarter	**Credits**
MUS	213	Music Theory-Creative	
		Musicianship	4
MUS	266	Applied Music-Major-	
		Principal	2
	or		
MUS	276		
MUS	266	Applied Music-Minor	
		Secondary	2
	or		
MUS	276		
MUS	203	Performance Class	1
		Electives	8
			17

NURSING
(Associate in Applied Science)

PROGRAM JUSTIFICATION

The health-care field has expanded greatly in the last few years. The nursing profession is an integral part of the health-care field and is demanding highly trained professionals with theoretical knowledge as well as practical experience.

RELATED JOB TITLES/EMPLOYMENT POSSIBILITIES

Registered Nurses. Graduates of this program are prepared to give patient-centered nursing care in beginning general duty nurse positions.

PROGRAM DESCRIPTION

The Associate Degree in Nursing can be completed in two years or three years at Southeastern. The average student might find it to her/his advantage to take related subjects in the first year and, having completed these courses with a "C" or better, to apply for the Nursing Program for the second and third year. Students in the program are provided practical nursing experience by Southeastern General Hospital in Lumberton as well as other community health facilities.

		1st Quarter	Credits
PED	101	Physical Fitness	1(0-2)
RDG	101	Reading	3(3-0)
ENG	101	English	3(3-0)
NUR	111	Nursing	5(3-6)
BIO	204	Anatomy & Physiology	5(4-2)
CHM	151	Chemistry for Allied Health	3(2-2)
MAT	161	Math for Nurses	1(2-0)
			21(17-12)

		2nd Quarter	Credits
ENG	102	English	3(3-0)
PSY	201	Intro. to Psychology	5(5-0)
NUR	112	Nursing	8(4-6)
BIO	205	Anatomy & Physiology	5(4-2)
			21(16-8)

		3rd Quarter	Credits
ENG	103	English	
or	or		
ENG	161	Fund. of Communication	3(3-0)
BIO	206	Anatomy & Physiology	5(4-2)
NUR	113	Nursing	9(5-9)
NUR	114	Human Growth & Development	2(0-2)
			19(12-13)

		4th Quarter	Credits
NUR	115	Psychiatric & Mental Health	5(3-6)

		5th Quarter	Credits
SOC	201	Intro. to Sociology	5(5-0)
NUR	201	Nursing	9(4-12)
NUR	210	Concepts of Nursing Practice	2(2-0)
BIO	207	Science Seminar	3(2-2)
			19(13-14)

		6th Quarter	Credits
NUR	202	Nursing	9(5-12)
NUR	211	Concepts of Nursing Practice	3(3-0)
		Electives	3-5(3 or 5)
			15-17(11/13-12)

		7th Quarter	Credits
NUR	203	Nursing	9(4-12)
NUR	212	Concepts of Nursing Practice	3(3-0)
			12(7-12)

PRACTICAL NURSING
(Diploma)

Program Justification

The health-care field has expanded greatly in the last few years. The nursing profession is an integral part of the health-care field and is demanding para-professional as well as professional (registered) nurses.

Related Jobs/Employment Possibilities

Practical Nurse. The practical nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and in some localities, public health facilities. In all situations the practical nurse functions under supervision of a registered nurse and-or licensed physician. The practical nurse may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Program Description

The Practical Nursing program is accredited by the North Carolina Board of Nursing. Graduates of this program will be eligible to take the State Board Test Pool Licensing Examination for registration as a Practical Nurse.

		1st Quarter	Credits
NUR	1101	Fundamentals of Practical Nursing I	9(7-6)
NUR	1110	Anatomy and Physiology	5(5-0)
NUR	1111	Nutrition	5(5-0)
ENG	1103	Communications Skills Nursing Students	5(5-0)
			24(22-6)

		2nd Quarter	Credits
NUR	1102	Fundamentals of Practical Nursing	6(5-3)
NUR	1112	Maternity Nursing	7(5-6)
NUR	1103	Medical-Surgical Nursing	6(4-6)
			19(14-15)

		3rd Quarter	Credits
NUR	1104	Medical-Surgical Nursing II	8(5-9)
NUR	1114	Pediatric Nursing	7(4-9)
NUR	1115	Pharmacology I	4(4-0)
			19(13-18)

		4th Quarter	Credits
NUR	1116	Pharmacology II	4(4-0)
NUR	1105	Medical-Surgical Nursing III	14(6-24)
			18(10-24)

Pre-requisite: Student must successfully pass all nursing courses each quarter before registering for the next quarter.

OUTDOOR RECREATION RESOURCES
(Associate in Applied Science)

PROGRAM JUSTIFICATION

Since the close of WWII there has been a constant increase in the U.S. of recreational activities. Although many forms of recreational programs have been available, forest recreation continues to grow in popularity at an ever increasing rate. Many factors contribute to this. Perhaps the desire to get away from city life and crowded conditions, as well as the awakening of the pioneer instinct has caused increasing numbers of Americans to turn to the forest for recreation.

RELATED JOB TITLES/EMPLOYMENT POSSIBILITIES

Graduates should be prepared to seek employment with the U.S. Forest Service, the U.S. Park Service, with State and local park systems as well as private organizations who have large forest landholdings or complex camping sites.

PROGRAM DESCRIPTION

The outdoor recreation curriculum is designed to prepare students to enter into this rapidly expanding field under the guidance of professionals. These technicians will be prepared not only to lay out campsites in undeveloped, rustic areas, but will also be able to plan and lay out modern facilities in highly developed areas. They will also be trained to lead groups in various recreational activities such as hiking, canoeing, camping, etc. The program also emphasizes the forest as an ecological system and the role of man in this ecological system.

		1st Quarter	Credits
RDG	101	Reading	3(3-0)
ENG	101	Freshman English	3(3-0)
FOR	103	Woodsmanship & Camping	3(2-3)
FOR	101	General Forestry	3(3-0)
FOR	102	Forest Botany & Ecology	5(4-3)
REC	101	Forest Recreation	3(3-0)
			20(18-6)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
DFT	101	Technical Drafting 1	2(2-1)
FOR	105	Forest Soils	3(2-3)
REC	200	Recreation for Special Populations	3(3-0)
BUS	220	Human Relations	3(3-0)
		Elective (free)	3(3-0)
			17(16-4)

		3rd Quarter	Credits
ENG	161	Fund. of Speech Comm.	5(5-0)
REC	110	Interpreting Our National Heritage	3(2-3)
FOR	107	Plant Identification	4(2-4)
CIV	101	Surveying	5(3-6)
MAT	115	Forestry Math	3(3-0)
			20(15-13)

		4th Quarter	Credits
ENG	104	Technical Report Writing	3(3-0)
ANT	120	Anthropology	5(5-0)
REC	201	Park Main. & Operation I	5(3-4)
HOR	204	Horticulture	3(2-3)
FOR	221	Applied Silviculture	3(2-3)
			19(15-10)

		5th Quarter	Credits
REC	202	Park Main. & Operations II	5(5-0)
FOR	205	General Construction	5(3-6)
WLF	206	Wildlife Science	4(3-3)
REC	207	Aquatic Management	3(3-0)
		Elective (free)	3(3-0)
			20(17-9)

		6th Quarter	Credits
REC	203	Park Main. & Operations III	5(3-4)
REC	209	Facility & Site Planning	5(3-6)
REC	206	Programming for Recreation	3(3-0)
		Elective (free)	3(3-0)
			16(12-10)

REC	170	Field Training in Outdoor Recreation	5(0-40)

PRACTICAL RADIO AND TELEVISION REPAIR
(Diploma)

Program Justification

Television and/or radios exist in just about every American home today. This makes it imperative to have trained radio and television technicians to maintain and repair radio and television equipment.

Related Job Titles/Employment Possibilities

Radio and/or television repairman

Program Description

The curriculum provides training in testing and troubleshooting circuitry, installing of replacement parts, and performing routine service operations. Additionally, the student is acquainted with the fundamentals of electronic theory.

		1st Quarter	Credits
ELN	1104	Fundamentals of Electronics I	4(2-4)
		2nd Quarter	**Credits**
ELN	1105	Fundatmentals of Electronics II	4(2-4)
		3rd Quarter	**Credits**
ELN	1106	Amplifer Systems and Servicing	4(2-4)
		4th Quarter	**Credits**
ELN	1107	Practical Radio Servicing	4(2-4)
		5th Quarter	**Credits**
ELN	1115	Television Receiver Circuits and Servicing I	4(2-4)
		6th Quarter	**Credits**
ELN	1116	Television Receiver Circuits and Servicing II	4(2-4)

TRANSPORTATION MAINTENANCE TECHNOLOGY
(Diploma)
or
(Associate in Applied Science)

Program Justification

The technology of automotive vehicles changes each year. There is a need for trained transportation maintenance technicians who have a broad understanding of the principles, as well as, specialized expertise so they can readily adapt to technological changes and new techniques required in servicing and repair.

Related Job Titles/Employment Possibilities

The transportation maintenance technician has a knowledge of laboratory procedures in automotive and associated areas. He/she is capable of operating laboratory equipment and instruments to perform a variety of tests on materials and equipment. Included also may be performance testing of new materials and equipment. The diagnostician, with use of instruments, can locate automotive or electrical defects and arrange for repair. He/she often records data that is required, writes reports and makes recommendations.

Program Description

The program is designed to train the student in the specific skills required to inspect, diagnose, repair and adjust automotive vehicles. Key principles involved in the operation of the modern automobile are explored in a classroom setting, in discussion groups, and, of course, in shop. The program is designed according to the 'career ladder' approach; the student who chooses to obtain a one-year diploma will take the first four quarters listed in the curriculum below. Students wishing at that time or at a later time to continue in transportation maintenance technology may complete the last four quarters, and receive an Associate in Applied Science Degree, providing a 'C' average has been maintained.

Automotive Mechanics
(Diploma)

		1st Quarter	Credits
PME	102	Automotive Ignition System	5(2-7)
PME	112	Automotive Fuel System	5(2-7)
PME	113	Automotive Wiring Diagrams	3(5-0)
ENG	1101	Reading Improvement	3(3-0)
MAT	1101	Fundamentals of Math	4(4-0)
			20(16-14)
		2nd Quarter	**Credits**
PME	101	Internal Combustion Engines	5(2-6)
PME	111	Engine Rebuilding	4(1-7)
PHY	1101	Applied Science I	4(3-2)
ENG	1102	Communication Skills	3(3-0)
WLD	1101	Basic Arc & Gas Welding	1(0-3)
			17(9-18)
		3rd Quarter	**Credits**
PME	123	Automotive Chassis & Suspension Systems	4(2-4)
PME	121	Automotive Brake Systems	3(1-4)
PME	103	Automotive Electrical Systems	4(2-4)
AHR	101	Automotive Air Conditioning	4(2-4)
PHY	1102	Applied Science II	4(3-2)
PSY	1101	Human Relations	3(3-0)
			22(13-18)
		4th Quarter	**Credits**
PME	124	Automotive Transmissions & Power Trains	7(3-9)
PME	1125	Automotive Servicing	6(3-9)
BUS	1103	Small Business Operations	3(3-0)
			16(9-18)

(Associate in Applied Science)

		1st Quarter	Credits
PME	102	Automotive Ignition System	5(2-7)
PME	112	Automotive Fuel Systems	5(2-7)
PME	113	Automotive Wiring Diagrams	3(3-0)
RDG	101	Reading	3(3-0)
PHS	101	Physical Science I	4(3-2)
			20(13-16)
		2nd Quarter	**Credits**
PME	101	Internal Combustion Eng.	5(2-6)
PME	111	Engine Rebuilding	4(1-7)
ENG	101	Freshman English	3(3-0)
BUS	220	Human Relations	3(3-0)
			15(9-13)
		3rd Quarter	**Credits**
PME	123	Automotive Chassis & Suspension Systems	4(2-4)
PME	121	Automotive Brake Systems	3(1-4)
PME	103	Automotive Electrical Systems	4(2-4)
AHR	101	Automotive Air Conditioning	4(2-4)
ENG	102	Freshman English	3(3-0)
			18(10-16)
		4th Quarter	**Credits**
PME	124	Automotive Transmissions & Suspension Systems	7(3-9)
BUS	219	Business Communications & Report Writing	3(3-0)
AHR	111	Advance Automotive Air Conditioning	4(2-4)
			14(8-13)
		5th Quarter	**Credits**
PME	250	Advance Automotive Fuel Systems	7(2-10)
PME	201	Motor Vehicle Law & Regulations	3(3-0)
MAT	121	Technical Math	5(5-0)
			15(10-10)
		6th Quarter	**Credits**
PME	224	Advance Automotive Transmission	5(2-7)
PME	203	Advance Automotive Ignition Systems	2(1-3)
PME	223	Automotive Front Suspension, Alignment & Power Steering	4(1-6)
		Elective	2-8(2/8-0)
			13-19(6/12-16)
		7th Quarter	**Credits**
PME	240	Automotive Diagnosing & Testing I	7(3-8)
PME	202	Emission Control Systems	4(2-4)
		Electives	2-6(2/6-0)
			13-17(7/11-12)
		8th Quarter	**Credits**
PME	241	Automotive Diagnosing & Testing II	7(3-8)
		Electives	5-10(5/10-0)
			12-17(8/13-8)

Electives - Automotive Courses

		Courses	Credits
PME	204	Volkwagon Engines	3(0-6)
PME	205	Disc Brakes	3(0-6)
PME	206	Alternator-Starter Rebuilding	3(1-4)
PME	208	Wankel Engine	4(2-6)
PME	210	Electrical Accessories	3(0-6)
PME	209	Foreign Car Engines	3(0-6)
PME	215	Diesel Engines	6(2-8)

VETERAN FARM AGRICULTURE PROGRAM
(Diploma)
or
(Associate in Applied Science)

Program Description

This program is designed for veterans who farm or are engaged in agriculture employment. Only those veteran students who are engaged in suitable agriculture employment will qualify for VA benefits. If a student fails to continue to meet the agricultural employment requirement, his eligibility will be terminated. The program utilizes a "career ladder" approach. This means that the student may puruse either a Diploma, or with the addition of several courses to the Diploma curriculum, he may obtain an Associate in Applied Science degree.

Program Justification

Rapid social and technological change has had many repercussions on agriculture. This program allows the veteran farmer to continue farming and at the same time update his knowledge of agriculture and relevant skills. The importance of this program in a rural, primarily agricultural economy cannot be overstressed.

		1st Quarter	**Credits**
AGR	100	Farm Pond Development	1(1-0)
AGR	101	Farm Tractors I	3(2-3)
AGR	102	Farm Business Management	2(2-0)
AGR	104	Beef & Swine Production	2(2-0)
			8(7-3)
		2nd Quarter	**Credits**
AGR	105	Farm Tractors II	3(2-3)
AGR	106	Techniques of Welding I	3(2-3)
			6(4-6)
		3rd Quarter	**Credits**
AGR	107	Farm Accounting & Records	2(2-0)
AGR	109	Soil Science & Forage Crops	2(2-0)
MAT	191	Metric System	1(1-0)
			5(5-0)
		4th Quarter	**Credits**
AGR	117	Grain Crops & Animal Feeding	1(1-0)
AGR	123	Horticultural Practices	2(2-0)
AGR	124	Plant Propagation	2(2-0)
AGR	125	Cabinet Making & Repair	3(2-3)
			8(7-3)
		5th Quarter	**Credits**
AGR	114	Farm Electrification	3(2-3)
AGR	122	Farm Machine Repair & Maintenance	3(2-3)
AGR	134	Tobacco Production	2(2-0)
			8(6-6)
		6th Quarter	**Credits**
AGR	136	Agricultural Math	1(1-0)
AGR	130	Pesticides	1(1-0)
AGR	132	Livestock Diseases & Parasites	2(2-0)
AGR	152	Farm Machinery Repair & Maintenance	3(2-3)
			7(6-3)
		7th Quarter	**Credits**
AGR	128	Farm & Home Construction I	3(2-3)
AGR	121	Weed Identification & Control	2(2-0)
AGR	135	Agriculture Law	2(2-0)
AGR	140	Vegetable Production	1(1-0)
			8(7-3)
		8th Quarter	**Credits**
AGR	138	Farm Records & Taxes	2(2-0)
AGR	139	Fertilizers & Lime	2(2-0)
AGR	158	Farm & Home Construction II	3(2-3)
AGR	162	Farm Marketing	1(1-0)
			8(7-3)
		9th Quarter	**Credits**
AGR	144	Opportunities in Ag. Bus.	1(1-0)
AGR	133	Farm Water & Plumbing Systems I	3(2-3)
AGR	142	Agricultural Finance	2(2-0)
AGR	131	Soybean Production	2(2-0)
			8(7-3)
		10th Quarter	**Credits**
AGR	153	Farm Water & Plumbing Systems II	3(0-5)
AGR	141	Surveying I	3(2-3)
			6(2-8)
		11th Quarter	**Credits**
AGR	171	Farm Insurance	2(2-0)
AGR	172	Outdoor Recreation	1(1-0)
AGR	173	Forest Farm Management	2(2-0)
AGR	174	Botany	2(1-3)
			7(6-3)

Upon the completion of the Diploma program the student may elect to continue his education in pursuit of an Associate in Applied Science Degree. Those additional courses required for this degree are: RDG 101 - Reading, ENG 101 - Freshman English, ENG 211 - Fundamentals of Public Speaking, ENG 206 - Business Communications and Social Science as an elective.

GENERAL WELDING

(Certificate)

Program Justification

This program was set up for adults wishing training in welding, but not having the time to participate in the full-time diploma program.

Related Job Titles/Employment Possibilities

Welder: pipe-welder; welder fitter; specialist welder; welding supervisor; welding analyst; welding technician; inspector's assistant; inspector; welding foreman; welder; pipe welding; welding positions in industries such as ship building; automotive aircraft; guided missiles; railroads, construction; pipe-fitting; production shop and job shop.

Program Description

Oxyacetylene welding and cutting, arc welding, and inert gas welding are introduced in this program and practical experience with these forms of welding is stressed. Instruction and experience in pipe-welding are also provided. Blueprint reading and template design is an essential part of a welder's education and these are stressed in the welding certificate program.

			Credits
WLD	1000	Oxyacetylene Welding and Cutting	3(1-5)
WLD	1001	Arc Welding (Straight Polarity)	3(1-5)
WLD	1002	Arc Welding (Reverse Polarity)	3(1-5)
WLD	1003	Arc Welding (Low Hydrogen)	3(1-5)
WLD	1004	Inert Gas Shield Welding (TIG)	3(1-5)
WLD	1005	Inert Gas Shield Welding (MIG)	3(1-5)
WLD	1006	Pipe Welding	3(1-5)
WLD	1007	Advanced Pipe Welding Tec.	3(1-5)
WLD	1008	Certification Practices	3(1-5)
BPR	1104	Blueprint Reading	2(1-2)
BPR	1117	Blueprint Reading	2(1-2)
BPR	1118	Pattern Development and Sketching	2(1-2)
			33(12-51)

WELDING
(Diploma)

Program Justification

Welding, the joining together of metals, is an essential component in a wide range of industries. A competitive job market is demanding well-trained persons in all the trade areas, including welding.

Related Job Titles/Employment Possibilities

Welder; pipe-welder; welder fitter; specialist welder; welding supervisor; welding analyst; inspector; welding foreman; welder; welding positions in industries such as shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe-fitting, production shop and job shop.

Program Description

The program emphasizes the development of a high degree of skill in various types of welding, including arc, gas and resistance welding. Additionally, a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blue-print reading is stressed in the welding program.

		1st Quarter	**Credits**
WLD	1120	Oxyacetylene Welding and Cutting	8(3-15)
MAT	1101	Fundamentals of Mathematics I	4(4-0)
BPR	1104	Blueprint Reading: Mechanical I	2(1-2)
PHY	1101	Applied Science I	4(3-2)
ENG	1101	Reading Improvement	3(3-0)
			21(14-19)
		2nd Quarter	**Credits**
WLD	1121	Arc Welding	8(3-15)
MAT	1103	Geometry	3(3-0)
BPR	1117	Blueprint Reading: Welding	2(1-2)
PHY	1102	Applied Science II	4(3-2)
ENG	1102	Communication Skills	3(3-0)
			20(13-19)
		3rd Quarter	**Credits**
WLD	1124	Pipe Welding	7(3-12)
WLD	1123	Inert Gas Welding	5(2-9)
BPR	1118	Pattern Development and Sketching	2(1-2)
PSY or BUS	1101 220	Human Relations in Bus.	3(3-0)
			17(9-23)
		4th Quarter	**Credits**
WLD	1122	Commercial and Industrial Practices	8(3-15)
WLD	1125	Certification Practices	6(3-9)
BUS	1103	Small Business Operations	3(3-0)
			17(9-24)

Adult Education

The Adult Education Division offers a wide variety of non-credit courses each quarter. New or additional courses may be started when 12 or more persons interested in a particular subject contact SCC and make their wishes known. Persons interested in more information about courses should call 642-7141, extension 30 or write Adult Education Division, S.C.C., P.O. Box 151, Whiteville, N.C. 28472

Below is a partial list of courses which are available in Columbus County through the Adult Education Division of Southeastern Community College.

VOCATIONAL
Aviation ground school
Auto mechanics
Blue print reading
Brickmasonry
Cabinet making
Carpentry
Chair bottoming
Custodial training
Farm tractor maintenance
Hair styling
Horse shoeing
Plumbing
Real estate
Residential wiring
Small engine repair
Taxidermy
Wig care

HOME ECONOMICS
Cake decorating
Clothing construction
Crocheting
Drapery construction
Flower arranging
Hat making
Interior design
Knitting
Needlework
Quilting
Tailoring
Tatting
Upholstery

ACADEMIC
Adult basic education
Adult high school completion
Bible
Local history

CIVIL PREPAREDNESS
Bomb threat
Medical self help
Radiological monitoring

FIREMANSHIP
All courses needed for training and upgrading firemen

BUSINESS
ABC stenoscript
Communications
Gregg shorthand
Income tax
Legal secretarial review
Office procedure
Small business management
Stocks and bonds
Typing

ART
Ceramics
Choral music
Crafts
Crocheted jewelry
Decoupage
Macrame
Oil painting
Photography
Pine needle craft
Pottery
Water color painting

MEDICAL AND NURSING
First aid
LPN upgrading
Nursing assistant
RN refresher
Emergency Medical Technician

LAW ENFORCEMENT
All courses needed for training and upgrading law enforcement officers

OTHER COURSES
Boating safety
Crisis line training
Driver education
Environmental science
Food service
Gun safety
Human resources development
Organization and personnel management
Reality therapy
Supervisory development training
Waste water treatment

Real estate

Legal secretarial review

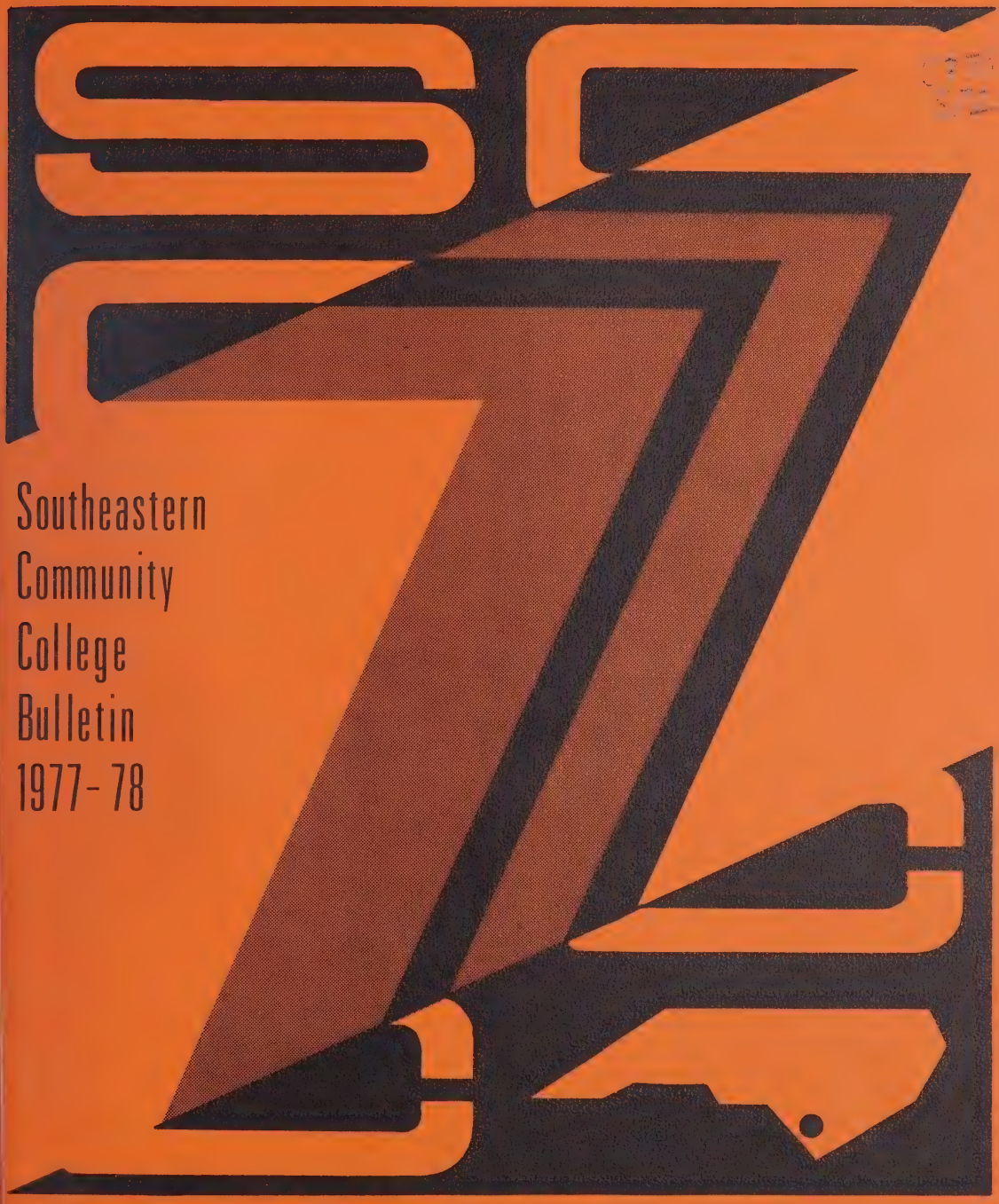
Environmental science

GRAPHICS BY SCC AV DEPT

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SOUTHEASTERN COMMUNITY COLLEGE
P. O. BOX 151
WHITEVILLE, NORTH CAROLINA 28472

Third Class



Southeastern Community College Bulletin 1977-78

"Providing quality post-secondary education for southeastern North Carolina"

ACADEMIC CALENDAR
1977-78

August 18, 1977	Thursday	End of 1977 Summer Session
	FALL QUARTER 1977 (57 Days)	
August 30	Tuesday	Orientation & Advisement
August 31	Wednesday	Orientation & Advisement
September 1	Thursday	Registration Returning Students
September 2	Friday	Registration New Students
September 6 & 7	Tuesday-Wednesday	Orientation Classes Begin ORI 100 for beginning students Orientation 201 for returning students
September 8	Thursday	Regular Classes Begin
September 13	Tuesday	Last day to register or add classes
October 13	Thursday	Mid-term (Last day to drop classes)
November 23	Wednesday	End of Quarter
	WINTER QUARTER 1977-78 (55 Days)	
November 29	Tuesday	Registration
November 30	Wednesday	First Day of Classes
December 5	Monday	Last Day to register or add classes
December 16	Friday	Christmas Recess begins 10:00 p.m.
January 3, 1978	Tuesday	Classes Resume
January 19	Thursday	Mid-term (Last day to drop classes)
March 1	Wednesday	End of Quarter
	SPRING QUARTER 1978 (55 Days)	
March 7	Tuesday	Registration
March 8	Wednesday	First day of Classes
March 13	Monday	Last Day to register or add classes
March 24 & 27	Friday-Monday	Easter Holidays
April 14	Friday	Mid-term (Last Day to drop classes)
May 25	Thursday	End of Quarter
May 28	Sunday	Graduation
	SUMMER QUARTER 1978 (55 Days)	
May 31	Wednesday	Registration First & Full Session
June 1	Thursday	Classes Begin
July 3 & 4	Monday-Tuesday	Independence Holidays
July 11	Tuesday	End of First Session
July 12	Wednesday	Registration Second Session
July 13	Thursday	Classes Begin
August 18	Friday	End of Summer Sessions

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Return to SCC,

P. O. Box 151, Whiteville, N. C. 28472

INFORMATION REQUEST

Please send me additional information on the following checked programs:

1) _____ College Parallel
2) _____ Occupational Programs
3) _____ Adult Basic Education
4) _____ Adult High School Completion
5) _____ Adult Education (Continuing Education)

PERSONAL DATA

Social Security Number _____

Date of Birth _____

High School Graduate? _____ YES; _____ NO

Attended any other school or college? _____ YES; _____ NO

Please print:

Name: _____

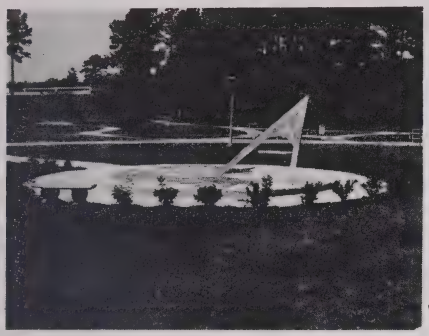
Address: _____

_____

Telephone: (home) _____; (other) _____

The applicant who is NOT a high school graduate may be admitted as a special student in occupational programs provided he/she can demonstrate sufficient experience and ability.

Who Is SCC ?



It is because of you and for you, the people of our service area, that Southeastern Community College exists; therefore, who and what Southeastern Community College is depends on WHO you are and what your needs are.

Southeastern Community College was authorized by the North Carolina Assembly under Chapter 115A. General Statutes of North Carolina to serve mainly the counties of Columbus, Bladen, Robeson, Brunswick, and Pender. In the words of Dallas Herring, Chairman of the State Board of Education,

. . . the doors of the institutions in North Carolina's community college system must never be closed to anyone who can learn what we teach. We must take the people where they are and carry them as far as they can go within the assigned functions of the system.

Southeastern Community College enthusiastically supports the open door policy as defined by Dr. Herring. If you are 18 years of age or older and think you may need Southeastern Community College, chances are Southeastern needs you!

Through this newspaper version of our college BULLETIN, we hope to clarify for you how we can serve you! Hold on to this section of the paper for future reference.

ADMISSIONS

SCC has revised the admissions process so that prospective students must complete a minimum of paperwork and-or make a minimum of trips to the campus. Interested persons should request an application by mail or telephone (642-7141 Ext. 25) or by visiting the campus. Information required in addition to the application form is listed on the application form (additional requirements and admissions criteria for prospective nursing students are available upon request). An individual who is not a high school graduate may be admitted as a special student in occupational programs provided he or she can demonstrate sufficient experience and ability.

Policy for Admission of International Students

1. In addition to completed application, including transcript, the applicant's folder MUST contain: 1) statement of proficiency in English language by person at SCC interviewing student, by an official at student's last school or as a last resort, a statement written and signed by students, 2) a Financial Statement by his sponsor (on rare occasions a statement by an independent student will be accepted) showing that he has the means by which to pay all college costs and living expenses for the duration of his program.

2. The form I-20 (Immigration and Naturalization) is to be completed by a college official and the student. The college MUST retain a copy of this form and the student (in some cases the college) mails this form to Immigration and Naturalization. It is on the basis of this form that an individual receives a student visa. Students are allowed to enter classes on the basis of the completed I-20 and documents cited in item 1. Should a student visa not be issued or should the college be notified by Immigration and Naturalization Services of other problems, the student will be asked to withdraw from the college.

3. It is the **responsibility of the international student** to see that subsequent required forms for the extension of visa, etc. are initiated and mailed to appropriate government officials.

Southeastern Community College does not discriminate on the basis of sex in the educational programs or activities which it operates. SCC is subject to the requirements of Title IX of the Educational Amendments of 1972 Prohibiting Sex Discrimination in Education, as interpreted and administered by the Department of Health, Education and Welfare. The requirements not to discriminate in educational programs and activities extend to employment in and admission to the College. Inquiries concerning the application of Title IX with regard to SCC may be referred to: Dr. Dan W. Moore, Dean for Student Development, Southeastern Community College, Whiteville, NC. Dr. Moore's telephone number is (919) 642-7141, Ext. 34.

WHAT CAN SCC OFFER YOU?

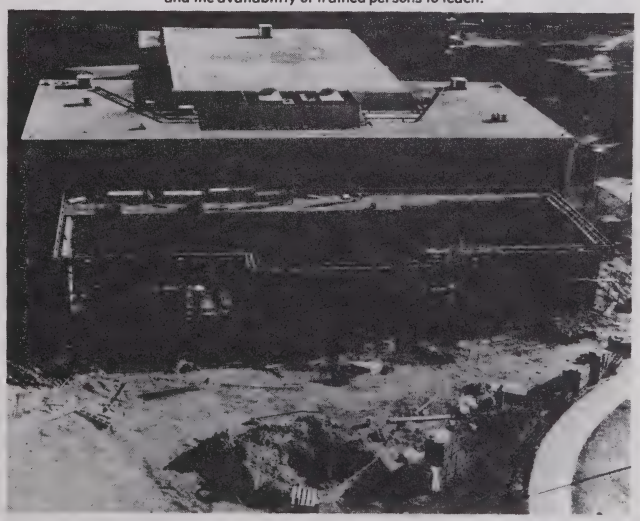
College Parallel Programs which entail two years of course work acceptable for transfer with an associate degree to a four-year college or university.

Occupational Programs of one and two years designed to prepare you for immediate employment in specific vocational and technical fields with a diploma or associate degree.

An **adult basic education** program offered in a mature self-study format to those who want to complete the elementary portion of their education (grades 1-8).

An **adult high school** completion program for adults desiring to earn a high school diploma.

An **adult education** (continuing education) program offering high interest recreational, vocational and academic programs for adults who desire to improve themselves through acquiring a new skill or through acquiring some new information. These courses and programs have ranged from flower arranging to typewriting to upholstering. This program is flexible and depends on your telling us what you want to learn and the availability of trained persons to teach.



"SCC is an equal opportunity/affirmative action employer."

Hard Facts

College Credit Hours

College Credit Hours or (Credits) are earned by students when they spend hours learning a skill such as welding or an academic body of knowledge such as English literature or political science. Courses for which credit hours or credits are given toward a degree or diploma are called CREDIT COURSES.

At SCC credit hours or credits are placed on each CREDIT subject. The number of credit hours is determined by the number of lecture, laboratory, or field experience hours determined necessary for each course.

SCC is on a **Quarter System.** Credit courses at SCC run for 11 weeks which is equivalent to a quarter. There is a fall, winter, spring, and summer quarter.

CREDIT HOUR EXPLANATION

Example 1. In a three credit hour course at SCC, a student may be in class for three 50 minute periods or two 75 minute periods a week for a quarter.

John Doe's Math Class Schedule

Monday	Tuesday	Wed.	Thurs.	Fri.
8:30-9:20		8:30-9:20		8:30-9:20

50 minutes 50 minutes 50 minutes

or

Jane Doe's History Class Schedule

Mon.	Tues.	Wed.	Thurs.	Fri.
	10:00-11:15		10:00-11:15	

75 minutes 75 minutes

Example 2. In another three credit hour course a student may be in a course for 150 minutes once a week.

Joe Doe's Business Class Schedule

Mon.	Tues.	Wed.	Thurs.	Fri.
7:00 p.m.-9:45 p.m.				



STUDENT COURSE LOAD

The normal course load for a full-time freshman student is 15-18 credit hours. A student (freshman or sophomore) desiring to take more than 18 hours must obtain written permission from the dean of his program of study.

SCHEDULE CHANGES

At the beginning of every quarter there is a designated period for students to drop or add courses. The time period for such changes appears in the calendar of events (page 2).

SCHEDULING OF COURSES

Generally, the college is open from 8:30 a.m. to 10:00 p.m. Monday through Thursday and till 5:00 on Friday. Courses are scheduled throughout this period. It cannot be guaranteed that all full time students can limit their schedules to daytime classes. To complete a normal course load, students may have to register for one or more afternoon or evening courses some quarters.

STUDENT CLASSIFICATION

FULL-TIME STUDENT — a student enrolled for 12 or more credit hours per quarter.

PART-TIME STUDENT — a student enrolled for less than 12 credit hours per quarter.

FRESHMAN — a student who has accumulated throughout a number of quarters, less than 45 credit hours.

SOPHOMORE — a student who has accumulated through several quarters more than 45 credit hours but less than 96 credit hours.

SPECIAL STUDENT — a student who has not completed all requirements as a regular student and is now working toward a degree, but wants to take individual credit courses. After 15 credit hours are accumulated, the student should then apply for admission as a regular student.

RESIDENCY

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. In essence, the controlling North Carolina statute (G.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes." Ownership of property in or payment of taxes to the state of North Carolina does not automatically qualify one for the in-state tuition rate. Failure to provide requested information for residency classification can result in the student being classified as a nonresident for tuition purposes and disciplinary action. A student who believes that he or she has been erroneously classified shall be permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. A copy of the manual is available in the Student Development Center for student inspection.

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STUDENT FINANCIAL AID

Southeastern Community College offers a variety of financial aid opportunities. The primary aim of SCC's financial aid programs is to provide financial assistance to those student who, without aid, would be unable to begin or continue their college education. Resources available to students are limited; however, financial assistance is available to every student who demonstrates average academic achievement and financial need.

Students who need financial assistance to meet educational expenses should contact their high school guidance counselor or the financial aid officer for information and applications. Those applying for assistance must file a Financial Aid Form (FAF), a Basic Educational Opportunity Grant application (BEOG), and an Institutional Data Form (IDF). These forms should be completed and submitted to the Financial Aid Officer prior to April 15 to allow time for processing so that awards can be made before Fall registration.

To be eligible to receive financial assistance, entering freshmen must be high school graduates and must meet all admission requirements. Returning students must be in good academic standing as outlined in the **Student Handbook.**

TYPES OF AID AVAILABLE

GRANTS & SCHOLARSHIPS

1. Basic Educational Opportunity Grant Program (BEOG)

The intent of the BEOG Program is that every eligible student be entitled to federal grant assistance as a matter of right. The Federal Government fixes the amount of BEOG assistance a student may receive based on his need. Applications are available in the Financial Aid Office, the high school guidance counselor's office, and the Post Office.

2. Supplemental Educational Opportunity Grant Program (SEOG)

This program is designed to provide assistance to students who demonstrate exceptional financial need. Recipients must need and agree to accept an equivalent amount of matching funds from such sources as loans and-or-work-study. The SEOG's are non-repayable awards.

3. North Carolina Student Incentive Grant Program (NCSIG)

This program is administered by the College Foundation, Inc. Funds are provided by the North Carolina State Education Assistance Authority under the 1965 Higher Education Act as amended, from state and federal appropriations. To qualify for NCSIG, a student must be a legal resident of North Carolina and accepted for enrollment or enrolled in good standing at an institution of higher education and demonstrate a substantial financial need. Applications may be obtained from College Foundation, Inc., and returned to the Foundation prior to March 31.

4. Federal Nursing Scholarship Program (FNS)

The purpose of the FNS Program is to assist students of exceptional financial need who are enrolled in the Associate Degree Nursing Program. Full time study is required. These scholarships are non-repayable awards.

5. Institutional Scholarships.

Institutional scholarships are offered to students attending SCC by civic organizations, service clubs, and individual donors. They are awarded to students who demonstrate above average academic ability and financial need.

6. N.C. Prospective Teachers's Scholarship - Loan Program (PTSL)

Students desiring scholarship-loans of this type should make application to the N.C. Department of Public Instruction, Raleigh, N.C. This fund provides $900 per academic year in financial aid for prospective teachers.

WORK

1. College Work-Study Program (CW-SP)

This program is designed to provide employment opportunities for students from low-income families to help pay for college expenses. An effort is made to assign students to jobs related to their major field of study or to utilize their special interests and skills.

2. Plan Assuring College Education (PACE)

This special statewide summer college work-study program provides full-time summer employment to eligible students, with the understanding that a substantial portion of their earnings must be saved for college expenses the following academic year.

LOANS

1. National Direct Student Loan Program (NDSL)

This assistance is available in the form of loans which bear no interest while the student is enrolled at least half-time in school. Repayment of the NDSL begins nine months after graduation or termination of at least half-time studies. The interest rate of 3 percent does not begin until the repayment time commences. Students enrolled in the Associate Degree Nursing Program are not eligible for this loan.

2. Federal Nursing Student Loan Program (FNSL)

A student is eligible to apply for the Nursing Loan if he-she is enrolled or plans to be enrolled as a full-time student in the Associate Degree in Nursing Program. The interest rate is 3 percent per year and a schedule for repayment of the loan is selected by the student at the time of the exit interview. Interest and repayment of the loan begins nine months after leaving school. Repayments may be deferred for up to three years during periods of active duty as a member of a uniformed service or as a volunteer under the Peace Corps Act. The loan may be partially cancelled through nursing service at designated hospitals.

3. College Foundation, Inc. (Guaranteed or Federally Insured Loans)

Legal residents of North Carolina enrolled full-time may borrow through College Foundation for undergraduate study or vocational - technical training. The maximum loan for an academic year cannot exceed one-half the total cost of education. The annual percentage rate is 7 per cent simple interest. Borrowers whose need of a loan is demonstrated through an approved need and analysis performed by the financial aid administrator at the educational institution may be eligible for payment of the interest by the federal government during the enrollment, grace and deferment periods. Each borrower has a nine month grace period which begins when he ceases to be a full-time student. Repayment begins on the first of the ninth month at the minimum of $30 per month and may not extend beyond eight years. Applications may be obtained from the Student Financial Aid Office after application for admission to the college has been filed and mailed directly to college Foundation, Inc.

4. Institutional Loans-Uncle Bill and Aunt Cora Jane Ward, C.R. Bailey, and Yetta Leder Loan Funds

The donors of these funds wish to assist students who need loans to continue their education and who demonstrate the intention and general ability to successfully complete the course to be undertaken. Students must be accepted for admission before applications may be considered. Terms of these loans are very generous and may be discussed with the Director of Financial Aid. **J.H. Land, E.L. Derrick, Ruth Baldwin and Whiteville Woman's Club Loan Funds** - These are short-term loan funds designed to assist students who need small amounts of money for tuition or books on a short-term basis. **Watson Trust Fund** - This fund is administered by the Misses Yata, Theodosia and Fawn Watson of Fairmont, North Carolina, and is intended to assist students in the Fairmont area in pursuing education beyond the high school level. Application should be made directly to the Misses Watson.

MISCELLANEOUS

1. Vocational Rehabilitation Grants - Students with a physical disability may obtain grants-in-aid covering fees, books and supplies through the Vocational Rehabilitation Service. To be eligible, an individual must:

a. Have a disability which interferes with employment.

b. Have a reasonable chance of becoming suitably employed within an acceptable period of time.

c. Be of, or close to, working age.

Further information can be obtained from your local Vocational Rehabilitation Office.

2. Veterans Administration Funds - Applicants who have been discharged from the armed services since January 31, 1955, should apply for financial assistance under the Veterans Administration Program. Applicants who are dependents of deceased veterans with service connected death or who are dependents of veterans rated with 100 percent service connected disability should apply for this financial assistance. Prospective students should contact their local Veteran's Service office prior to beginning classwork in order to avoid a delay in benefits.

TUITION

Tuition is paid by each student when he-she registers for a course or courses at the beginning of each quarter.

Tuition is based on the number of CREDIT HOURS for which the student is registered.

ALL IN-STATE students pay each quarter $2.75 per credit hour up to a maximum of $33.00 per quarter. (See: RESIDENCY).

OUT-OF-STATE students pay each quarter $13.50 per credit hour; full time out-of-state students (12 credit hours or more) pay $162.50 per quarter. (See: RESIDENCY)

CONTINUING EDUCATION STUDENTS (including High School Diploma students)

There is a $5.00 registration fee for all students enrolled in continuing education programs. Exempt from this fee are local law enforcement officers, volunteer firemen, volunteer life saving personnnel, prison inmates, and students enrolled in training programs for civil preparedness.

BASIC EDUCATION STUDENTS

There is no tuition for basic education students.

REFUNDS

Tuition refunds shall not be made unless the student is, in the judgment of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within ten calendar days after the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for amounts of $5.00 or less, except if a course or curriculum fails to materialize, in which case all tuition shall be refunded. No refunds will be made for changes in total class hours that are made solely for personal convenience. This policy applies to evening school as well as the day school. In the summer session, two-thirds of the tuition will be refunded only if withdrawal for unavoidable reasons occurs within five calendar days after the first day of class.

All refunds are forfeited for any student failing to adhere to proper withdrawal procedures.

GRADING SYSTEM

At the end of the quarter the student will receive final grades for credit courses based on the following QUALITY POINT system:

GRADE	DEFINITION	QUALITY POINTS FOR CREDIT
A	Excellent Work	4 quality points per credit hour earned
B	Good work	3 quality points per credit hour earned
C	Average work	2 quality points per credit hour earned
D	Poor work, but passing	1 quality point per credit hour earned
I	Incomplete Work	0 quality points; students must complete work by mid-term the following quarter, unless an earlier date for completion is set. Failure to complete work by the designated date will result in an 'NC' grade being recorded.
AU	A class is audited for no credit	0 quality points; students who register as AU and stop attending will receive a grade of NC.
NC	NO CREDIT. The student did not satisfactorily complete the minimum objectives of the course and must re-enroll if he/she wishes to receive credit for the course.	0 quality points
W	Official Withdrawal. The Student officially withdrew from the college.	0 Quality points

Each student who is not performing satisfactorily in a subject will receive at mid-quarter an evaluation of his progress in each course. Mid-quarter evaluations are for student and his adviser's informational use and are not placed on the permanent record.

GRADUATION REQUIREMENTS

1) All courses required by a given program must be completed with a minimum grade point average of 2.0 (C) on credit hours earned at Southeastern.
2) Associate Degrees require a minimum of 96 credit hours, the last 30 of which must be taken at Southeastern Community College.
3) RDG 101 or ENG 1101 is required for graduation. (depending upon program)
4) ORI 100 is required for graduation.
5) Attendance at graduation exercises is mandatory unless approval for absence is obtained from the commencement committee.

ACADEMIC HONORS

Full time students who excell in their academic work are recognized by Southeastern Community College in the following ways:

1. The Dean's List is published quarterly to recognize those grade-point students who have maintained a 3.50 average on at least 12 hours of work (with NO "D", "I" or "NC" grades).
2. The Honor's List is published quarterly to recognize those students who have maintained a 3.0 to 3.49 grade point average on at least 12 hours of work (with NO "D", "I" or "NC" grades).
3. Full-time college transfer and two-year occupational students who maintain a cumulative GPA of 3.50 on credit hours are invited to join Phi Theta Kappa, a National Honor Fraternity for junior college students.

TESTS AND FINAL EXAMINATIONS

The instructor may give tests and quizzes, oral and written, at his discretion. Regularly scheduled final examinations will be given at the end of each quarter.

CREDIT BY EXAMINATION

To obtain credit, a student may take a proficiency examination, approved by the appropriate departmental faculty, the appropriate division dean and the Dean of Instruction. Regular fees will be charged for credit by examination. (Contact Registrar's office for procedure to follow.)

A veteran student may apply for credit toward graduation for training received under any of the armed forces college training programs. Credit may also be granted for specialized and technical training done under the auspices of the armed forces and courses taken through USAFI.



ATTENDANCE

The college has no system for allowing for absences; therefore, no set number of class absences is authorized. It is expected that the student will take responsibility for a class or classes which absolutely MUST be missed. As a matter of courtesy, it is desirable that the reason for the absence be given to the instructor; this should be done prior to the absence whenever possible.

Warning notices for absences may be sent to the student by individual instructors. An excessive number of absences will result in the student's removal from the class roll. Upon removal, the student will receive a grade of "NC" (No Credit).

Any persons attending Southeastern Community College with financial assistance from the Veterans Administration must adhere to a special attendance policy. Copies of this policy are published in the Student Handbook. Please refer to the Student Handbook for additional information.

PROBATION

EDUCATIONAL PROGRESS ASSISTANCE COMMITTEE

The purpose of the committee is to assist the student in the successful completion of his college goals. Successful progress towards graduation requires that the student earn a 2.00 (C) GPA on all hours attempted each quarter.

A student whose GPA for any quarter is less than a 1.50 will be placed on probation for the next quarter enrolled. A letter will be sent to the student and he-she must consult with his-her advisor for additional direction. Students who demonstrate academic progress by earning a 2.00 GPA during the probationary quarter will no longer be on probation.

Students who DO NOT earn a 2.00 (C) GPA during the probationary quarter **must meet** with the Educational Progress Assistance Committee for guidance. A letter will be sent to those students and an interview time will be scheduled. Some of the ways the committee could assist the students are (but are not limited to):

(1) reduction of course load,
(2) individual or group counseling sessions,
(3) tutoring sessions,
(4) guidance into another curriculum,
(5) guidance into other programs, and
(6) temporary discontinuance of coursework.

WITHDRAWAL FROM COLLEGE

Students desiring to withdraw from the college should contact the Registrar's Office to obtain the necessary form for official withdrawal. A student who fails to withdraw offically will receive a grade of "NC" for each course in which he is enrolled may be unable to register in subsequent quarters. Those students who officially or unofficially withdraw may be asked to meet with the Educational Progress Assistance Committee prior to re-enrollment.

What's So Special About SCC. . .

In addition to the programs outlined beginning page 13, there are several services and programs at SCC that just plain make the place a little bit extraordinary. For additional information about any of these, contact the person whose name is given for each special program or service.

CHORUS CLUB exists for all members of the SCC chorus who enjoy performing at social events.



COSMETOLOGY ASSOCIATION is the professional organization of cosmetology students which provides a link with cosmetology associations on a district, state and national level.

DRAMA CLUB is open to any student or community member with a background or interest in the performing arts.

COMPREHENSIVE EMPLOYMENT TRAINING ACT (CETA)

The Comprehensive Employment Training Act or CETA (formerly called Manpower Development Training Act) provides comprehensive scholarships to enable economically stressed persons to enroll in any one-year occupational program at Southeastern. CETA's goal is to get those eligible for its funds into a job situation as soon as possible. CETA scholarships provide for living expenses as well as tuition and supply expenses.

EXTENSION OF SCC INTO BRUNSWICK COUNTY

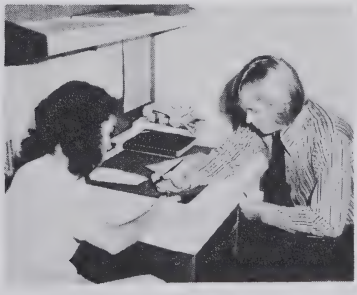
One project begun in 1974 is the extension of the college parallel curriculum into neighboring Brunswick County. It is anticipated that the program will continue to expand in both students and services provided in the years to come. Contact: Dr. Paulsen - telephone 642-7141 extension 27.

ARTIST IN RESIDENCE

Southeastern participates in an Artist in Residence program sponsored by the North Carolina Department of Community Colleges. The artist in residence works on campus and in the community stimulating and coordinating art activities. Our artist in residence works with groups such as prisoners and school teachers, as well as with college and high school students. The Artist - In - Residence program promises to make quite an imprint on this institution and community in the years to come. Contact Dr. Paulsen - 642-7141 extension 27.

BOOKSTORE

The college bookstore is more than a place where textbooks can be bought and resold, though it handles this task more than adequately. It also houses a supply of paperbacks unrivalled by any other bookstore in the area. Come by and browse! If you can't find what you want, the bookstore will specially order any book on request! Jewelry, stationery, greeting cards, posters, sportswear, umbrellas, and stuffed animals are also available at the bookstore. Contact Florence Bullard at 642-7141 extension 56. Hours: Monday - Friday 9:00 to 4:00, Monday night 6:30 to 8:30.



GENERAL EDUCATION DEVELOPMENT

The General Education Development Battery can be taken by any North Carolina resident who is 18 years or older and who has not completed his - her formal high school education. The test is comprised of five sections: reading comprehension, natural science, social science, English usage, and general mathematics. If satisfactory scores are made on the test, the adult will receive the High School Equivalency Certificate issued by the North Carolina Department of Public Instruction.

HUMAN RESOURCES DEVELOPMENT

This program, like CETA, is geared to the financially stressed individual seeking to increase his employability. It offers a six-week orientation and motivation session in which the individual is encouraged to look at his strengths and weaknesses and to become more familiar with the "world of work." The individual receives co-unselling from professionals who work closely with him in selecting an area of work to pursue. After completing the six-week orientation and motivation session, the individual may be afforded an opportunity for various types of skilled training: industrial sewing, welding, automotive mechanics, etc. Limited scholarships are provided through Human Resources Development. Regular tuition is $5.00 per course. Contact: Phil Simmons at the Mt. Olive Center located in old Mt. Olive school at 648-4115 or 4116 or 648-4095.

HUMANITIES PROGRAM

The Humanities program helps us examine and appreciate the uniqueness and richness of the three cultures represented in Southeastern North Carolina by offering projects which focus on the three cultures, as well as on other cultures. Nigerian craftsmen, Appalachian folk musicians, weavers, graphic artists, poets, stage directors, and other creative individuals from just about every discipline imaginable have been brought to SCC's campus to share their knowledge and talent with us. Workshops are conducted by outside resource people as well as in-house talent on a wide spectrum of subjects. The variety of Humanities projects is fantastic and makes SCC a fantastic place to be during Humanities time! Contact: Curtis Welbourne - telephone 642-7141 extension 47.

LEARNING RESOURCES CENTER

The Learning Resources Center is a service function of the college. It provides the instructional materials and educational resources for the instructional programs of the college. The LRC consists of the following areas:

1. **Library.** SCC houses one of the largest collections in the Community College System of North Carolina. It houses over 35,000 books and has an impressive collection of non-print educational materials. The hours are 8:30 a.m. until 10:00 p.m. Monday through Thursday, and 8:30 a.m. until 5:00 p.m. on Friday. The Library's resources are available to community members as well as the students and staff of the college. Telephone: 642-7141, ext. 36.

2. **Audio- Visual — Instructional Design.** The Audio-Visual department supports the college by providing A-V equipment for classroom utilization; the instructional designer recommends and designs instructional media with the support of the AV production staff.

3. **Learning Laboratory (Programmed Instruction Center).** It is the center for the adult high school diploma program as well as the center for self-study programmed instruction courses in many subjects. Telephone: 642-7141, ext. 49.

PERFORMNG ARTS SERIES

The Performing Arts program is dedicated to bringing the finest in performing artists to SCC, the students, and the citizens of Southeastern North Carolina. These performances serve to enlighten us as well as to expand our awareness of the arts.





PHI THETA KAPPA is the honor society for Junior and Community Colleges. College Parallel and Technical students maintaining a grade point average of 3.5 (a B plus) are eligible for nomination into the club.

PRISON PROJECT

Another project SCC is sponsoring is a training program at the Brunswick Correctional Unit, a minimum security prison for felons in Columbus County. Curriculum and non-curriculum courses are offered in small engine repair, health and physical education, masonry, residential wiring, plumbing-pipework, and high school completion.

PUBLICATIONS

Southeastern Community College has several official publications which are of interest to applicants and students. These publications include the **BULLETIN,** the **STUDENT HANDBOOK,** and the **RAM-O-GRAM,** which is published and distributed on campus twice each week. All students are responsible for the content of these publications as they relate to activities at the college.

RESOURCES FOR STUDENT LEARNING

Resources for Student Learning serves a special population who qualify for its alternative approach to several traditional curricular areas. The student can take one course or several through RSL. RSL realizes that all students do not learn best in a lecture-oriented classroom; it offers a range of full-credit freshman level courses taught by instructors who want to help the individual student discover his own personal style of learning. Involvement is the KEYWORD with RSL. **Contact:** Winnie Cooke - telephone 642-7580, or 642-7141 ext. 39.

SHELTERED WORKSHOP

The sheltelred workshop situated in the Carver Moore School in Northwest Columbus County is comprised of handicapped people who perform a variety of jobs for industry and individuals. The workshop is sponsored by the Columbus County Mental Health Association. SCC assists the sheltered workshop by providing two instructors who teach Adult Basic Education and skills to Sheltered Workshop clients. **Contact:** Bill Wilson telephone 642-7141 extension 30.



RETIRED SENIOR VOLUNTEER PROGRAM

This program is open to persons of 60 years of age or older in Columbus County who would like to become more involved in volunteer service to their community. RSVP volunteers offer their time on a regular basis to help out in schools, libraries, rest homes and various other settings. Volunteers also help out with special programs and events. The RSVP women participated in a quilting bee at the Southeastern North Carolina Quilt Festival. **Contact:** Susan Wood - telephone 642-6274.

SPEAKERS'BUREAU

As a community service Southeastern shares its talented faculty and staff with community organizations at no cost. The group of speakers is versed in a variety of topics ranging from "Life as a Foreign Exchange Student in a Small Mexican Town" to "Why a New Math." **Contact:** Bill Wilson - telephone 642-7141 extension 30.

SPECIAL SERVICES

Special Services is designed to aid full-time and part-time students who required or desire counselling, tutoring, reading improvement assistance,and greater cultural awareness. Particular emphasis is given to helping the student co-ordinate curriculum plans with career objectives. There is no additional cost, just a small time investment from the student. Call 642-7757 or 642-7141, Ext. 20.

SCIENCE CLUB is an affiliate of the Collegiate Academy of the North Carolina Academy of Sciences and is open to students and faculty interested in sharing an interest in science-related activities.

SPORTS PROGRAM offers intramural sports activities as well as intercollegiate sports activities to all interested students.

STUDENT GOVERNMENT ASSOCIATION provides an avenue for student participation in the organization and control of student related activities, sponsors clubs which provide for activities like a Fine Arts Concert series, a film series, dances and other activities.

STUDENT LOUNGE

The student lounge is the focal point of much extra-curricular activity at SCC. One can always find a great deal of animated discussion among students there as well as very serious pin-ball competition. Vending machines are always on duty offering lunch and snack foods and the ever-playing juke box keeps the place lively.

STUDENT NURSES ASSOCIATION is the in-house professional organization for student nurses and provides a link for aspiring nurses at SCC with district, state, and national nursing organizations.



STUDENT DEVELOPMENT CENTER

The primary task of the Student Development Center is to assist in the development of human potentials. In carrying out this task the Student Development Center provides the following services:

Admissions Assistance
Community Outreach Services
Counseling (personal, educational, and occupational)
Financial Aid Assistance (what is available and how to apply for it)
Job Placement
Maintenance of Student Records
Registration for Classes
Student Activities
Testing (Placement and Interest Surveys)
Tutoring
Veterans Affairs

Contact: Dr. Dan Moore
Telephone: 642-7141 Ext. 34



ORGANIZATION

BOARD OF TRUSTEES

WILLARD SMALL, Chairman
Fair Bluff, N.C.

JOHN SPAULDING, Vice Chairman
Whiteville, N.C.

L.P. WARD, Secretary
Chadbourn, N.C.

MRS. FLORA SINGLETARY, Treasurer
Whiteville, N.C.

JOHN F. CARTER
Chadbourn, N.C.

DR. JOHN F. MUNROE
Whiteville, N.C.

BILLY HOOKS
Whiteville, N.C.

S.G. KOONCE
Chadbourn, N.C.

J. HERMAN LEDER
Whiteville, N.C.

J. RICHARD MAXWELL
Whiteville, N.C.

MRS. CAROLYN ROBERTS
Shallotte, N.C.

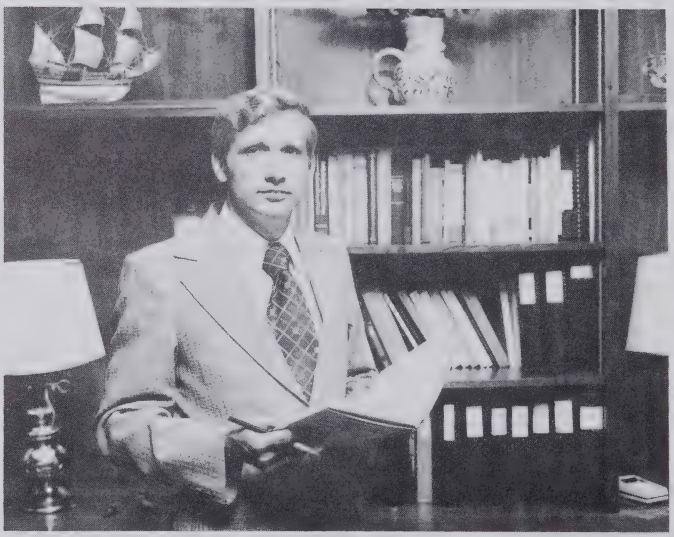
DR. R.M. WILLIAMSON
Tabor City, N.C.

HENRY WYCHE
Hallsboro, N.C.

ADMINISTRATIVE OFFICERS

W. Ronald McCarter	President
Walter D. Brown	Vice President-Dean of Instruction
Dan W. Moore	Dean for Student Development
Robert G. Stanley	Business Manager

President's Message



We are pleased with your interest in SCC.

Southeastern can offer you one of the finest experiences available in higher education. Our faculty and staff are dedicated to one purpose, that of providing for the student an exceptional environment for learning. Learning at Southeastern means studying in the library, chatting with a faculty member in the student lounge, catching up on lab experiences by using individualized instructional packages, attending one of the many fun and culture-filled fine arts series, visiting with one of our guest performing artists during an evening reception, attending the homecoming dance, attending review sessions with campus tutors, visiting with business or industrial representatives, serving on college committees, matching your interests and aptitudes with occupational trends, participating in small group discussions in classes, and yes, "rapping" with the President.

We have services available for adults of all ages, day and night, credit or non-credit.

There are many reasons to attend Southeastern Community College. We welcome you, and we look forward to what will be a mutually rewarding experience together.

W. Ronald McCarter

Personnel

Geneva Ashley — Music
B.M. Meredith College

Lois Bailey — Biology
B.S. Wake Forest University; M.A.T., U.N.C.-Chapel Hill

William R. Ball — Outdoor Recreation
B.S., North Carolina State University; M.A., East Carolina University

Christine Balogh — Art
B.F.A., Academy of Fine Arts, Budapest; M.F.A., Academy of Fine Arts, Vienna

Janos Balogh — Equipment Technician Learning Resources Center
B.S., Ra-Film Technical Institute, Budapest

Thelma Barnes — English
A.B., Flora MacDonald College; M.A.T., Duke University

Mike Bennett — English
B.A.E., University of Florida, M.A.E., University of Florida

Vivian Beresoff — Science Lab Assistant
A.A., Columbia College

Mary Berry, R.N. — Nursing
B.S., South Carolina Baptist Hospital School of Nursing

Chester M. Biggs, Jr. Audio—Visual Coordinator Learning Resources Center
B.S., University of Oklahoma; M.A., Appalachian State University

Ray Blackburn — Business
B.S., UNC-Wilmington; MBA, East Carolina University

Robert Brooks — Special Services-Upward Bound
A.A., Kittrell College; B.A., Elizabeth City State University

Walter D. Brown — Vice-President and Dean of Instruction
B.A., Eastern New Mexico University; M.A. Ed., East Carolina University; Additional graduate studies, North Carolina State University

Alan Brownlee — Social Sciences
B.S., University of Tennessee; M.A. Western Michigan University

Freda M. Bullard — Business
A.A., Southeastern Community College; B.S. Pembroke State University; M.S.B.E. U.N.C.-Greensboro

Richard F. Burkhardt — Music
B.S., Appalachian State University; M.M., Butler University

W.C. Butler — Music
A.A., Southeastern Community College; B.M., Appalachian State University

Brenda Carter — Lab Co-Ordinator--Research Assistant - RSL
B.S.A., U.N.C.-Greensboro

Jan Chauncey — Veteran Affairs
A.A., Southeastern Community College

Kathryn Clark — Tutor Co-Ordinator-Resources for Student Learning
B.A., Campbell College

James Clifton — Social Sciences
B.A., Wake Forest University; M.A., Duke University

Nancy P. Clifton — English
A.B., Smith College; M.A.T., Duke University

Winifred Coleman, R.N. — Nursing
Diploma, James Walker Memorial School of Nursing; A.A., Southeastern Community College; B.S., Mars Hill College

Winifred B. Cooke — Director, Resources for Student Learning
B.S., Evangel College; M.A.C.T., UNC-Chapel Hill

James Cox — English
A.B., Duke University; M.A., UNC-Greensboro

Bertha Daniels — Nursing
Diploma, Portsmouth General Hospital; Certificate, Wake County Hospital

Theresa G. DeCarlo — Financial Aid Officer
Course work at Pembroke State University

Brenda Ebron — Academic Skills Co-ordinator Special Services-Upward Bound
B.A., Shaw University; Additional Graduate hours, North Carolina Central University

Betty C. Edens — Nursing
Elementary Education, Pembroke

Charles Edwards — Business
B.S., Pembroke; CPA Certificate

Jack B. Ervin — Development Officer
B.S., East Tennessee State University; M.A., Appalachian State University

Vivian Floyd — Child Development
B.S., Pembroke State University; Certification in Mental Retardation, East Carolina University

Harry Foley — Physical Education
B.S., Appalachian State University; Additional Graduate Hours, Memphis State

Leon M. Fox, Jr. — Dean of Occupational Education
B.S., North Carolina State University; M.B.A., University of Georgia

Lauren George — Child Development
A.A., Southeastern Community College; B.S.H.E., UNC-Greensboro

Adolphus P. Godwin — Criminal Justice
B.A., Atlantic Christian; Police Basic School Graduate; Narcotic's School; Certified in Jail Operations; Certified Pistol Expert

George Green — Transportation Maintenance
Attended U.S. Navy Schools in Diesel Mechanics and related subjects; Attended General Motors Auto School

Charles E Grigsby — Mathematics
B.S., U.N.C.-Chapel Hill; M.A.T., Duke University; Ph.D., U.N.C.-Chapel Hill

Perry Hall — Sheltered Workshop
B.A., UNC-Wilmington

Evelyn Hamby — Library Assistant: Learning Resources Center
A.A.S., Caldwell Community College

William A. Harper — Mathematics
B.S., East Carolina University; M.A., East Carolina University

Sue W. Hawks — Recruitment Co-Ordinator
B.S., East Carolina University

Edythe B. Hill, R.N. — Nursing
B.S., Wiston-Salem University

Shirley B. Hough — Business
B.S., Flora MacDonald College; M.A., Appalachian State University

Thurston Earl Hughes — Biology
B.S., Campbell College; M.S., North Carolina State University

Fred Hurteau — Graphics Artist
A.A.S., Technical Institute of Alamance

Robert Jackson — Welding
Certified Welder, Newport News Shipbuilding & Dry Dock Company

Jacobyna Jones — Business
B.A., Elon College; M.A., Appalachian State University

Ty Jordan — Sheltered Workshop
B.A., U.N.C.-Chapel Hill

Kathy E. Justice — English
B.A., Wilmington College; M.A., Appalachian State University

Robert L. King — Biology
B.A., Elon College; M.A., Appalachian State University; Additional hours, Duke University

Patricia Gale Kingsbury
A.A.S. Richmond Technical Institute

Cynthia Kinlaw — P.I.C.
A.A.S., Southeastern Community College; B.S., Pembroke State University

Ruby Lambdin — English
B.S., Concord College; B.A., Concord College; M.A., West Virginia University

Rebecca Marlin Librarian: Learning Resources Center
B.A., Southern Illinois University; M.S., U.N.C.-Chapel Hill

Vernon Marlin — Mathematics
B.S., Southern Illinois University; M.S., Southern Illinois University; Ph.D., U.N.C.-Chapel Hill

Marion Martin — Chemistry
A.B., Duke University; M.A., Duke University

W. Ronald McCarter — President
A.B., U.N.C.-Chapel Hill; M.Ed., U.N.C.-Chapel Hill; Ed.D., North Carolina State University

Walter A. McDaniel — Director of Research and Evaluation
B.S., Cheyney State College; M.S., Lehigh University; Additional Graduate Studies: Cheyney State College

Walter A. McDaniel — Director of Research and Evaluation
B.S., Cheyney State College; M.S., Lehigh University; Additional Graduate Studies: Cheyney State College; Advanced Graduate work at North Carolina State University

Doris McGavish — Nursing
Diploma, Watts Hospital School of Nursing; B.S., Mars Hill College

Kay B. McLawhorn — P.I.C
B.S., East Carolina University

Harold McMillion — Director of Special Services-Upward Bound
B.A., Marshall University; M.A., Marshall University

Ira Melvin — Welding
Certificate, Wilson County Technical Institute

John Merritt — Veteran Farm
B.S., North Carolina State University

Brenda B. Miller — Library Assistant: Learning Resources Center
A.A.S., Business Administration, Southeastern Community College

Dan W. Moore — Dean for Student Development
A.B., Guilford College; M.S., Virginia Commonwealth University; EdD., N.C. State University

Joseph K. Nance — Physical Education
A.B., U.N.C.-Chapel Hill; M.Ed., U.N.C.-Chapel Hill

Barry Hamilton Nation — English
B.A., University of Florida; M.A., Western Carolina University

Roland C. Norris — Registrar
B.S., East Carolina University; M.Ed., East Carolina University

Edward H. Pate — Welding
Certificate, Wilson County Technical Institute; Diploma, Cape Fear Industrial Training Center; Diplomas, International Correspondence School; Associate in Applied Science, Southeastern Community College

Richard R. Paulsen — Academic Dean
B.S., Carroll College; M.S., Ohio University; Ph.D., Kent State University

Alvin Phillips — Outdoor Recreation Resources
B.S., Clemson University; M.S., U.N.C.-Chapel Hill

Patricia Ann Powell — Counselor
B.A., Flora McDonald College; M.Ed., East Carolina University; Additional Hours, University of Virginia and Norfolk State

Robert W. Priest — Coordinator of Student Activities

Beulah M. Regan — Human Resources Development
Business Administration, Bladen Technical Institute

Edith Register, R.N. — Nursing
B.A., U.N.C.-Wilmington; M.A., Appalachian State University

Mildred Ross, R.N. — Nursing
Welborn Baptist School of Nursing; B.S., State University of New York; M.S., Long Island University.

Judy Sarvis
B.S. Pembroke State University; M.A., Western Carolina

Robert M. Shaw — Assoc. Dean of Adult Education
B.S., North Carolina State University; M.S., North Carolina State University

Sue Shaw, R.N. — Nursing
A.A., Mars Hill Jr. College; B.S., Mars Hill College

Marshall Shepherd — Criminal Justice
A.A., Guilford College; B.S., Guilford College

Philip Simmons — Human Resource Development
University of Maryland; Electronic Certificate USAFI

Sam Sink — Foreign Languages
B.A., Appalachian State University; M.A., University of Missouri

William D. Small, Jr. — Superintendent, Building and Grounds
Diploma, Command and Staff College; Diploma, Aircraft Maintenance & Management

A. Julius Smith — Electrical Engineering Technology
1 year of study, A. & T. University; 1 year of study, Tuckers Industrial Institute

Audra Smith — Cosmetology
Certificate, Richmond Academy Vocational Technical School; Licensed Beautician, Ray Phillips Salisbury Beauty School

Shaffer Smith — Electrical Engineering Technology
Two years at Central Connecticutt State College; U.S. Navy Electrical School

Laurel Sneed — Instructional Designer
B.A., U.N.C.-Chapel Hill; M.Ed., U.N.C.-Chapel Hill

Robert G. Stanley — Business Manager
B.S., East Carolina University; M.A., East Carolina University

James Starnes — Social Science
A.B., High Point College, B.D., Emory University; M.A., East Carolina University

Julia M. Stocks — Counseling Co-Ordinator
B.A., Duke University; M.Ed., Duke University

Vincent Sweet — Counselor
B.A., North Carolina Central University; M.A., North Carolina Central University; Additional hours, North Carolina Central University

John A. Voorhees — Social Science
B.A., Berea College; M.A., University of Illinois

Anita Walker — Mathematics
A.S., Mt. Olive Jr. College; B.S., Mars Hill College; M.A., Appalachian State University

Herschel Walsh — Physical Education
B.A., Western Kentucky; M.A., East Tennessee State

Betty Jo Walters — Cosmetology
Atlantic Beauty College; Robeson Technical Institute

Richard Ward — Director, Learning Resources Center
B.S., Indiana State University; M.S., Indiana State University; Additional Hours, Boston University

T. Tucker Ward — Diesel Mechanics
Attended U.S. Army Schools in Diesel Mechanics and Related Subjects

Wilbur N. Ward — Welding
Diploma, Cape Fear Technical Institute

Curtis Welborne — Social Science
A.B., Elon College; M.A., East Carolina University

LaRue Williams — Business
B.S., Pembroke State University

Elatha Wilson — Tailoring and Alterations
Certificate Supervisor Training

William L. Wilson, Jr. — Dean of Adult Education
B.S., Louisiana State University; M.S., Louisiana State University

Susan Wood — Director R.S.V.P.
B.A., Russell Sage College; Additional hours, North Carolina State University

Robert L. Young — Physical Education
B.S., Campbell College; M.A., Appalachian State University

Accreditation and Memberships

Southeastern Community College is chartered by the state of North Carolina. It is accredited by the Southern Association of Colleges and Schools and by the North Carolina State Board of Education.

The following programs are specially accredited:

1) Nursing programs (associate in applied science program and diploma program) is accredited by the North Carolina Board of Nursing
2) Cosmetology is accredited by the North Carolina State Board of Cosmetic Arts.

Memberships include:

American Association of Junior Colleges
North Carolina Association of Junior Colleges
Southeastern Association of Colleges and Schools
National Commission on Accrediting

Adult Education

The Adult Education Division offers a wide variety of non-credit courses each quarter. New or additional courses may be started when 12 or more persons interested in a particular subject contact SCC and make their wishes known. Persons interested in more information about courses should call 642-7141, extension 30 or write Adult Education Division, S.C.C., P.O. Box 151, Whiteville, N.C. 28472

Below is a partial list of courses which are available in Columbus County through the Adult Education Division of Southeastern Community College.

VOCATIONAL
Aviation ground school
Auto mechanics
Blue print reading
Brickmasonry
Cabinet making
Carpentry
Chair bottoming
Custodial training
Farm tractor maintenance
Hair styling
Horse shoeing
Plumbing
Real estate
Residential wiring
Small engine repair
Taxidermy
Wig care

HOME ECONOMICS
Cake decorating
Clothing construction
Crocheting
Drapery construction
Flower arranging
Hat making
Interior design
Knitting
Needlework
Quilting
Tailoring
Tatting
Upholstery

ACADEMIC
Adult basic education
Adult high school completion
Bible
Local history

CIVIL PREPAREDNESS
Bomb threat
Medical self help
Radiological monitoring

FIREMANSHIP
All courses needed for training and upgrading firemen

BUSINESS
ABC stenoscript
Communications
Gregg shorthand
Income tax
Legal secretarial review
Office procedure
Small business management
Stocks and bonds
Typing

ART
Ceramics
Choral music
Crafts
Crocheted jewelry
Decoupage
Macrame
Oil painting
Photography
Pine needle craft
Pottery
Water color painting

MEDICAL AND NURSING
First aid
LPN upgrading
Nursing assistant
RN refresher
Emergency Medical Technician

LAW ENFORCEMENT
All courses needed for training and upgrading law enforcement officers

OTHER COURSES
Boating safety
Crisis line training
Driver education
Environmental science
Food service
Gun safety
Human resources development
Organization and personnel management
Reality therapy
Supervisory development training
Waste water treatment

Real estate

Legal secretarial review

Environmental science

Women's Studies.



Course Descriptions 1977-78

Credit Course Descriptions

Three digit course numbers designate courses which lead to a:
1) Associate in Arts degree ie. ENG 101
2) Associate in Fine Arts Degree ie. ART 110
3) Associate in Science Degree ie. MAT 251
4) Associate in Applied Science Degree ie. MAT 115.

Four digit course numbers designate course which lead to a:
1) Diploma
2) Certificate

The numbers to the far right following course titles have the following meaning:

The first number indicates CREDITS awarded for the course.
The second number in parenthesis indicates the number of CLASS HOURS (ie. hours spent in lecture or discussion) per week.
The third number in parenthesis indicates the number of laboratory hours, shop hours or studio hours per week.
For practice, interpret the following notation:
4(3-2)

4 credits will be awarded for the course. 3 hours will be spent in class each week, and 2 hours will be spent in lab or shop per week.

SPECIAL TOPICS **1 to 3 credits**
Upon approval of program dean, a department may schedule courses on special topics in any quarter. The course may carry from 1 to 3 credits with course numbers ranging from 194 to 199. The course will carry the prefix of the department by which it is offered (example: SOC 194.)

AGR 100 Farm Pond Development **1(1-0)**
In this course, each student will have the project of planning the development of a farm pond for recreation and commercial fishing; factors such as capital outlay, feasibility of land, and future production will be considered in the students' projects.

AGR 101 Farm Tractors I **3(2-3)**
...A study of farm tractors, including gas and diesel engines. Units to be studied include engines, ignition, electrical braking, cooling and transmission systems.

AGR 102 Farm Business Management **2(2-0)**
Business management techniques and skills which apply to farm operations are covered in this course. Areas covered include: development of the concepts of cost and budgets as an aid in choosing what to produce, analysis of production factors to determine the least cost production procedure, analysis of data to determine level of production yielding highest net revenue, and examination of the inter - relationship of farm size, efficiency, gross farm income and net farm income.

AGR 104 Beef and Swine Production **2(2-0)**
A study of the principles of selecting, breeding, feeding, care and management of beef cattle and swine.

AGR 105 Farm Tractors II **4(5-3)**
A continuation of AGR 101.

AGR 107 Farm Accounting and Records **2(2-0)**
An introductory course to accounting methods applicable to farm management.

AGR 109 Soil Science and Forage Crops **2(2-0)**
A study of the development, classification, evaluation and management of soils and the care, cultivation and conservation of soil fertilizers. Also studied are the major grasses and legumes of economic importance in North Carolina.

AGR 110 Animal Science **2(2-0)**
The fundamental principles of dairying and meat and animal production. The importance of dairy and meat products in the diet and in the economy.

AGR 111 Feeds and Feeding **2(2-0)**
An introduction to applied animal nutrition, including the structure and function of the digestive tract, the nutrient value and classification of feedstuffs and the nutrient requirements and the formulation of livestock rations.

AGR 112 Farm Safety and First Aid **1(1-0)**
An introduction of first aid to farmers to aid them in farm injuries. The study of OSHA requirements on the farm dealing with farm safety and machinery.

AGR 113 Wildlife Management **2(2-0)**
The principles of management, protection, and conservation of those warm blooded vertebrates of aesthetic, sports or food values in urgan, rural, and wilderness areas.

AGR 114 Farm Electrification **3(2-3)**
A study of basic principles of wiring farm buildings in the application of electricity to agriculture production.

AGR 115 Farm Service Agencies **1(1-0)**
The study of the operations of ASCS, FHA, Cooperative Extension Service, Farm Bureau, Grange and Soil Conservation Service. To study the needs and aids to the farmer.

AGR 117 Grain Crops and Animal Feeding **2(2-0)**
A study of scientific methods in the production of grain crops; composition, feed additives and nutritional requirements of livestock, as well as practical and economical feed formulation, are covered.

AGR 121 Weed Identification and Control **2(2-0)**
A study dealing with the identification of annual and perennial weeds and grasses of North Carolina and the economic advantages of controlling them.

AGR 122 Farm Machinery Repair and Maintenance I **3(2-3)**
Through demonstration and actual practical experience with all kinds of farm machinery, the proper care and the economic value of proper care and servicing of farm machinery are stressed.

AGR 123 Horticulture **2(2-0)**
This course will be a mix between dealing with the fundamentals of forestry and farm forestry problems including planning, thinning, harvesting, and marketing and a study of the principles of care and selection of plants, shrubs, trees, and grasses for the home landscape. Field trips and demonstrations will be utilized to develop skills and practices needed in this discipline.

AGR 124 Plant Propagation & Identification **2(2-0)**
Plant reproduction is studied from a scientific point of view; special attention is given to shrub propagation for the home landscape plan.

AGR 125 Cabinet Making and Repair **3(2-3)**
Blueprinting of cabinets to be utilized in the home and on the farm is emphasized as well as various glues, varnishes and stains. Each student has the experience in shop of completing a cabinet project based on a home and - or farm cabinet need.

AGR 128 Farm and Home Construction I **3(2-3)**
This course deals with the fundamentals of farm carpentry. An opportunity is given the student to apply skills learned to a home construction project.

AGR 130 Pesticides **2(2-0)**
A study of the methods of controlling the beneficial and harmful insects affecting farm production in North Carolina.

AGR 131 Soybean Production **2(2-0)**
Crop characteristics, varieties, environmental factors, rotations, control of pests and other production practices are covered.

AGR 132 Livestock Diseases and Parasites **2(2-0)**
A study of the cause, damage, symptoms, prevention and treatment of parasites; management factors relating to disease and parasite prevention and control are examined.

AGR 133 Farm Water and Plumbing Systems **3(2-3)**
A study of farm water needs and waste disposal; attention is given to planning and installing the system and its proper care and maintenance.

AGR 134 Tobacco Production **2(2-0)**
A study of production practices relevant to flue - cured tobacco in North Carolina; plant bed practices, field production machinery, cultural practices, fertilization, harvesting, and marketing are covered.

AGR 135 Agricultural Law **2(2-0)**
Designed to acquaint the student with basic principles of law. Contracts, agency and negotiable instruments, partnerships, corporations, sales, surety - ship, bailments, and real property are covered.

AGR 136 Agricultural Math **1(1-0)**
A study of the fundamental operations and their application to business problems; payrolls, marking prices, interest, discount commissions, and taxes are covered.

AGR 137 Home Appliance Repair **4(2-3)**
Repairing commonly used electrical appliances and machinery in the home or on the farm is stressed in this course.

AGR 138 Farm Records and Taxes **2(2-0)**
A study of the records necessary in order to complete a tax form; prodecures and skills involved in income tax computations are also covered.

AGR 139 Fertilizers and Lime **2(2-0)**
A review of the sources, function and utilization of major and minor plant food factors; commercial fertilizer ingredients, and soil acidity are covered.

AGR 140 Vegetable Production **1(1-0)**
An examination of the commercial feasibility of vegetable production with a particular emphasis on vegetable crops that may be produced commercially in North Carolina.

AGR 141 Surveying I **3(2-3)**
A study of the theory and practice of elementary claim surveying.

AGR 142 Agriculture Finance **2(2-0)**
An analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit.

AGR 143 New Sources of Farm Income **2(2-0)**
The farm enterprise system is analyzed and areas of production not present in the student's farm operation are explored.

AGR 144 Opportunities in Agriculture Business **1(1-0)**
This course presenting the opportunities for part - or full - time employment in farm related occupations. Agriculture businesses such as feed and fertilizers, as well as farm custom machinery work, are considered.

AGR 145 Farm Marketing **3(2-3)**
A study of farm market futures of grain, hedging and grading of farm crops. Field trips during the study of tobacco sales, vegetable sales, and grass sales will be required.

AGR 146 Soybean & Corn Production **3(3-0)**
The production and improvement of corn and soybean products. The latest information on varieties, seed, fertilizer, disease, insect and weed control will be stressed. Equipment and harvesting techniques shall be incorporated for higher yields.

AGR 147 Fertilizer and Lime 3(2-2)
A study of the factors influencing soil productivity with emphasis upon fertilizer materials applied to Southeastern North Carolina soils. This study will include liquid and suspension fertilizer and bulk blend materials. Lime sources and the influence of soil acidity upon soil fertility and plant growth will be discussed. Soil testing and plant nutrient requirements of both secondary and major elements and how to correct them.

AGR 152 Farm Machinery Repair and Maintenance II 3(2-3)
This course is a continuation of AGR 122.

AGR 153 Farm Water and Plumbing Systems II 3(0-5)
A continuation of AGR 133.

AGR 155 Tobacco Production 3(3-0)
A study of production practices relevant to flue-cured tobacco in North Carolina. Plant bed practices, field production machinery, cultural practices, fertilization, harvesting and marketing are covered.

AGR 156 Techniques of Welding 3(3-5)
Arc and gas welding are studied in this course; safety and care of welding equipment is emphasized and applied. Welded joints and flame cutting are discussed and practiced in various positions that are applicable to mechanical repair work in steel fabrication.

AGR 157 Agriculture Calculations 3(3-0)
This course is designed to improve the student's ability in practical or applied calculations related to farm equipment, land surveying, area volumes, decimals, ratios, graphs, and averages.

AGR 158 Farm and Home Construction II 3(2-3)
A continuation of AGR 128.

AGR 160 Farm Service Agency 3(3-0)
A comprehensive study of local, state and federal services agencies that serve the farmer. Agriculture Stabilization Cooperation Services, Production Credit Association, Federal Land Bank, Farmers Home Administration and Federal Crop Insurance are some of the service agencies that will be studied in this course.

AGR 162 Farm Marketing 1(1-0)
This course is a study of farm marketing procedures. Local marketing procedures and probabilities are emphasized.

AGR 163 Seed Production 2(2-0)
A study of the production of quality seed in the southeastern United States. The seed chain for breeders of seed in North Carolina is outlined.

AGR 164 Community Leadership 1(1-0)
Robert's Rules of Parliamentary Procedure are emphasized and practiced in class; leadership roles and functions are covered in small group sessions.

AGR 170 Farm Cooperative Work Experience 4(0-40)
This course is designed for work experience on the farm under the supervision of an instructor. The student will maintain complete and accurate records on cost and taxes. The instructor of this course will visit the student a minimum of twice during the quarter. The on site visit will assist the student by providing information on crops and the general operation of a farm.

AGR 171 Farm Insurance 2(2-0)
Insurance information relative to a farmer's needs are covered in the course. Life insurance, worker's compensation, liability, mortgage insurance and accident insurance are emphasized as they regard the farmer and the employee.

AGR 172 Outdoor Recreation 1(1-0)
A study of the opportunities for farmers in the development of outdoor recreation areas are covered; local, state and federal matching funding for outdoor recreation development are emphasized.

AGR 173 Forest Farm Management 2(2-0)
A study of the maintenance, harvesting, and planting of local forest trees with an emphasis on tree farms and the economics of tree farming.

AGR 174 Botany 3(2-3)
A study of the internal and external structure of plant life of the forest is emphasized in this course. The functions of the various parts of trees, the inter - relationships of trees and other vegetation as well as the uses of the ecology of the forest are covered.

AGR 175 Farm Records 4(1-6)
The composition and maintenance of farm records relative to the obtaining of farm credit. A single entry system shall be taught and instructors will work with the student individually and as a group in class.

AGR 176 Farm Business Management 4(1-6)
This course is designed to enable the student to learn the basic principles of a successful agriculture business. Problems in farm budgeting, capital acquisition, land acquisition, farm size and business organization will be topics of special interest.

AGR 200 Small Engine Mechanics 4(2-4)
Subject includes air clearness, fuel systems, ignition systems, lubrication, crankshaft, valves, and rings, trouble-shooting, and tune up.

AGR 201 Agriculture Economics 3(3-0)
An introduction to economics, the functions of the economic system and agriculture's role in the economy. A review of the functions of the manager and an introduction to the principles he uses in making decisions to adjust to changing conditions. Analysis of the main source of change which affect agriculture firms.

AGR 203 Farm Taxes 3-(3-0)
A study of the records necessary in order to complete a tax form; procedures and skills involved in income tax computations are also covered.

AGR 204 Farm Insurance 3(3-0)
Life insurance, workers' compensation, liability, mortgage and accident insurance are emphasized as they concern the farmer and his employees.

AGR 205 Pesticides 3(3-0)
A study of the methods of controlling the beneficial and harmful insects affecting Southeastern North Carolina crops. A certifiction will be granted to those successfully completing the state exam.

AGR 207 Agriculture Law 3(3-0)
Designed to acquaint the student with basic law. Contracts, agency and negotiable instruments, partnerships, corporations, sales, suretyship, bailments, and real property are covered.

AGR 208 Feeds & Feeding 3(3-0)
A study of the composition of feeds, feed additives and the nutritional requirements of livestock. The course includes a study of the principles used in formulation of practical and economical rations of livestock.

AGR 209 Beef & Swine Production 3(3-0)
Development of the beef and swine production and marketing industries; principles and practices of selection, breeding, feeding, housing, marketing and management of beef and swine.

AHR 101 Automotive Air Conditioning 3(2-4)
This course emphasizes the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing are stressed.

AHR 111 Advanced Automotive Air Conditioning 3(2-4)
A continuation of AHR 1101.

AHR 1121 Principles of Refrigeration 6(4-6)
An introduction to the principles of refrigeration; various refrigerants are examined, as well as the use and construction of valves, fittings, and basic controls. Practical experience involves: tube bending, flaring, and soldering. Safety procedures and measures are always emphasized.

AHR 1122 Domestic and Commercial Refrigeration 6(4-6)
A study of domestic and commercial refrigeration systems emphasizing the servicing and maintenance of these systems. Utilization of manufacturers' catalogs in sizing and matching system components is covered. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisite: AHR 1121.

AHR 1123 Principles of Air Conditioning 10(5-15)
Selection of various heating, cooling and ventilating systems is emphasized in the course, as well as investigation and control of variables affecting air cleaning, movement, temperature and humidity. Commercial air conditioning equipment is assembled and tested, and training in practical sizing and balancing of duct work is provided. Prerequisite: AHR 1122.

AHR 1124 Air Conditioning and Refrigeration Servicing 5(3-6)
Emphasis is on the installation, maintenance, and servicing of equipment used in cleaning, charging, humidification and temperature control of air in an air conditioned space. Prerequisite: AHR 1123.

AHR 1126 All - Year Comfort Systems 5(3-6)
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for year - round comfort will be studied; experience with this equipment will be provided in the laboratory. Prerequisites: AHR 1123; AHR 1128.

AHR 1128 Automatic Controls 5(3-6)
Included in this course are: electric and pneumatic controls, zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls. Prerequisites: ELC 1102; AHR 1122.

ANT 120 Introduction to Anthropology 5(5-0)
An introduction to the discipline of anthropology and its various areas of concentration. The major emphasis of the course is man's social nature. A survey of physical anthropology, archaeology, and linguistics in the first three weeks provide a framework from which the idea of man as a cultural animal is developed.

ANT 125 American Indian History and Culture 5(5-0)
A survey of native American history from paleo - Indian traditions of the past to those of the present day; special emphasis is given to modern problems of acculturation and social change.

ANT 132 Man and the Supernatural 3(3-0)
Through first - hand study of religious practices, the course is designed to prepare the student to identify and analyze the processes by which given communities express their perceived relationships to the supernatural. The primary religious norms of shamism and those of institutional religions will be focused on.

ART 105 Art Appreciation 5(5-0)
The purpose of this course is to establish an understanding of art and to develop an appreciation of the relationship between art and man in given environments in different cultures.

ART 110 Fundamentals of Design 5(5-2)
An introductory course emphasizing the elements and principles of design. Students have direct experience in a variety of media including charcoal, ink, paint, and print making.

ART 111 Creative Design 3(3-2)
A studio course designed to develop the student's skill and self - expression through the use of various materials in two and three dimensional design.

ART 112 Figure Drawing 3(3-2)
A studio course concerned with developing the student's perception of the human figure, through interpreting a human model in various media, and through consideration of anatomy and composition.

ART 113 Advanced Drawing 3(3-2)
This course provides opportunities for independent work on problems in drawing. Permission of instructor is necessary.

ART 121 3-D Drawing—Beginning Sculpture 4(4-2)
This course entails visualizing form through drawing; the student will have experience working in modeling clay and other 3-D materials.

ART 122 Sculpture I 3(3-2)
Work in wood, metal wire, soft stone, and plaster is stressed; the language of form is emphasized. Prerequisite: ART 121.

ART 123 Sculpture II 3(3-2)
Specialization in the student's preferred medium. The student will set his own individual goals. Prerequisite: ART 122.

ART 124 Sculpture III—Advanced 3(3-2)
This course provides opportunities for independent work on problems in sculpture. Permission of instructor is necessary.

ART 131 Beginning Pottery 3(3-2)
Handbuilding and throwing on the wheel is stressed, as well as technical information relating to the fundamentals of pottery.

ART 132 Advanced Pottery I 3(3-2)
Techniques of making functional pottery as well as those of making sculptural pottery requiring knowledge of form and style are elaborated upon. Prerequisite: ART 131.

ART 133 Advanced Pottery II 3(3-2)
The student's level of proficiency in pottery is assumed, and further developed through study of historical pottery methods and through study of modern pottery. The students are required to create their own colors through mixing glazes.

ART 134 Advanced Pottery III 3(3-2)
This course provides opportunities for independent work on problems in pottery. Permission of instructor is necessary.

ART 141 Printmaking I 3(3-2)
Introduction to various printing techniques including etching, wood cuts, and linoleum cuts. Students will begin with linoleum cuts, working up to the wood cut and a brief introduction to etching.

ART 142 Printmaking II 3(3-2)
Advanced course in printing techniques with emphasis on etching. The student learns to use a number of different plates and colors to create one work. Prerequisite: ART 141

ART 143 Printmaking III — Advanced 3(3-2)
This course provides opportunities for independent work on problems in sculpture. Permission of instructor is necessary.

ART 180 Art for Elementary Teachers 5(5-0)
A study of methods and philosophies of art education in the elementary school, with emphasis on the special logic of children's drawing. Studio work introduces projects in various art media for two and three dimensional creative work.

ART 201 Survey of Art History I — Ancient Art 5(5-0)
A survey of the general periods of art from prehistoric time through the Roman Empire.

ART 202 Survey of Art History II — Gothic and Renaissance Art 5(5-0)
A survey of painting, architecture, and sculpture from the Early Christian period to the French Revolution.

ART 203 Survey of Art History III — Modern Art 5(5-0)
An illustrated study of the significant trends in painting, architecture, and sculpture since 1800.



ART 204 Art History IV. Travel Study 2
A travel study course dealing with the visual arts of selected civilizations by studying the history and background and visiting locations where the art form is on display.

AST 101 Introduction to Astronomy 3(3-0)
An introductory course in astronomy, including study of the solar system, the planets, and the constellations. Some work with the telescope will be emphasized.

ART 210 Painting Processes 3(3-2)
Exploration of different painting media with an emphasis on development of techniques for self - expression. May be repeated for credit. Prerequisite: ART 110 or permission of instructor.

ART 211 Portrait Painting 3(3-2)
A studio course designed to develop the student's color sensibility using different painting media. The student will work from the living model. Prerequisite: ART 210 or permission of the instructor.

ART 212 Advanced Painting 3(3-2)
This course provides opportunities for independent work on problems in painting. Permission of instructor is necessary.

BIO 101 General Biology 4(3-2)
An introduction to the biological principles; a study of the chemical and physical properties of the living cell; selected laboratory experiments to reinforce lectures.

BIO 102 General Biology 4(3-2)
A study of the structure and function of the major systems of the human body. Laboratory experiments complement the lecture topics. Prerequisite: BIO 101.

BIO 103 General Biology 4(3-2)
A study of plant and animal heredity with emphasis on human inheritance. Plant anatomy and morphology in addition to ecology and evolution are also covered. Prerequisite: BIO 101.

BIO 171 Human Sexuality 3(3-0)
This course offers an in-depth study of the biological aspects of human reproduction.

BIO 201 Botany I 4(3-2)
A survey of the plant kingdom with emphasis on structure, physiology, reproduction, ecology, and classification of representative types.

BIO 202 Botany II 4(3-2)
A continuation of BIO 201.

BIO 203 Botany II 4(3-2)
A continuation of BIO 202.

BIO 204 Anatomy & Physiology I 5(4-2)
A miscroscopic and macroscopic study of the human body as a functioning system, including basic chemical and physical principles that pertain to cell structures and function, general body plan, skeletal and muscular systems. Prerequisite or Co - requisite: CHM 151.

BIO 205 Anatomy & Physiology II 5(4-2)
A continuation of BIO 204 including a study of human excretory, reproductive and endocrine systems; special senses, metabolism and immunity will also be covered. Prerequisite: BIO 204.

BIO 206 Anatomy & Physiology III 5(4-2)
A continuation of BIO 205 including a study of fluids and electrolytes, acids and bases and stress.

BIO 207 Microbiology 3(2-2)
A study of microbes with emphasis on the morphology, physiology and means of destruction of inhibition of human pathogens. Prerequisite: BIO 206.

BIO 211 Zoology I 4(3-2)
An introduction to the principles of Animal Biology with emphasis on the major phyla of animals; life histories, morphology, physiology and economic significance is stressed.

BIO 212 Zoology II 4(3-2)
A continuation of BIO 211.

BIO 213 Zoology III 4(2-3)
A continuation of BIO 212.

BIO 240 Genetics I 3(2-2)
An introduction to the principles of inheritance. Molecular aspects of gene action will be covered along with the Mendelian laws of transmission, the role of genes in human development and the genetics of populations.

BIO 241 Genetics II 3(2-2)
A continuation of BIO 240

BPR 110 Blueprint Reading & Sketching I 2(1-2)
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundation, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three - view and pictorial sketches.

BPR 113 Blueprint Reading & Sketching II 2(1-2)
Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes.

BPR 1000 Blueprint Reading & Sketching 2(1-2)
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, delevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.

BPR 1104 Blueprint Reading Mechanical 2(1-2)
Interpretation and reading of blueprints as well as information concerning the basic characteristics of the blueprint: (i.e., lines, views, dimensioning procedures and notes).

BPR 1105 Blueprint Reading: Mechanical 1(0-3)
A continuation of BPR 1104 with a concentration on blueprints as they are used in industry; prints supplied by industry are examined; drafting room procedures, making plans for operations, and sketching to communicate ideas are covered. Prerequisite: BPR 1104.

BPR 1106 Blueprint Reading: Mechanical 1(0-3)
A continuation of BPR 1105; advanced blueprint reading and sketching particularly as they relate to detail and assembly drawings used in machine shops are treated, as well as the interpretation of drawings of complex parts and mechanisms.

BPR 1110 Blueprint Reading & Sketching 1(0-3)
Principles of interpreting blueprints and specifications common to the building rades. Development of proficiency in making three-view and pictorial sketches.

BPR 1111 Blueprint Reading & Sketching 1(0-3)
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches. Prerequisite: DFT 110

BPR 1115 Blueprint Reading: Plumbing Trades 1(0-3)
Sketching diagrams and schematics, and interpretation of blueprints applicable to the plumbing trades. Emphasis will be on plumbing plans for domestic and commercial buildings. Piping symbols, schematics, diagrams and commercial buildings. Piping symbols, schematics, diagrams and notes will be studied in detail. Applicable building and plumbing codes will be used for reference.

BPR 1116 Blueprint Reading: Air Conditioning 2(1-3)
This course is designed for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading blueprints common to the air conditioning trades. Prerequisite: BPR 1105.

BPR 1117 Blueprint Reading: Welding 2(1-2)
A study of blueprints in which welding procedures are symbolically expressed. Course will focus on application and interpretation of welding symbols.

BPR 1118 Pattern Development and Sketching 2(1-2)
This course covers welding symbols, methods of laying out sheets of steel, sketching welding projects, jigs, and holding devices; developing pipe and angle layouts using patterns and template is also stressed.

BUS 101 Typewriting I 3(1-4)
This course emphasizes the study of keyboard, the mechanics of the typewriter necessary for acquisition of elementary typewriting skills, and development of speed and accuracy.

BUS 102 Typewriting II 3(1-4)
This course emphasizes improvement of typewriting skills, manuscript writing, basic letter writing, and tabulations. Prerequisite: BUS 101 or permission of instructor.

BUS 103 Typewriting III 3(1-4)
This course is designed primarily for students majoring in business and business education. Emphasized are legal typing, special reports for executives, tabulated reports and communications. Prerequisite: BUS 102 or permission of instructor.

BUS 104 Typewriting IV 3(1-4)
This course is designed especially to increase the proficiency of students who seek a career as clerk - typist, stenographer, or secretary. Prerequisite: BUS 103 or permission of the instructor.

BUS 105 Introduction to Business 5(5-0)
A survey course covering topics concerning the nature of the private enterprise system and its relationship to economic organization. Tools used in recording, appraising, and controlling business are covered. Government regulations, laws, taxes, and ethical standards are examined, as well as business finance, production, and marketing.

BUS 106 Business Law I 3(3-0)
A general course covering the fundamentals and principles of business law including: contracts, personal property, and bailments.

BUS 107 Business Law II 3(3-0)
A study of business law with emphasis on sales contracts, commercial paper, creditor's rights, secured transactions, risk-bearing, agency and employment.

BUS 108 Beginning Shorthand 4(3-2)
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

BUS 109 Intermediate Shorthand 4(3-2)
Continued study of theory with a greater emphasis on dictation for transcription. Minimum dictation rate of 60 words per minute for 3 minutes is the standard. Prerequisite: BUS 108 or a dictation rate of 40 words per minute on new material for 3 minutes.

BUS 110 Advanced Shorthand 4(3-2)
Introduction to office - style dictation. Emphasis is on development of speed in dictation and accuracy in transcription. Minimum dictation rate of 80 words per minute for 3 minutes is the standard. Prerequisite: BUS 109 or permission of instructor.

BUS 111 Principles of Accounting 4(3-2)
A study of the basic accounting procedures and the theory underlying those procedures. Introduction to the accounting cycle for the business enterprise is included.

BUS 112 Principles of Accounting 4(3-2)
A continuation of accounting theory developed in BUS 111 including accounting for plant assets, inventory, and introduction to partnership and corporate accounting. Prerequisite: BUS 111.

BUS 113 Principles of Accounting 4(3-2)
The study of accounting as applicable to the control of costs and development of managerial decision - making information. Prerequisite: BUS 112.

BUS 114 Secretarial Accounting I 4(3-2)
A plan of study designed to provide secretarial science and clerical students with the accounting background needed in the normal office situation, as well as an entire range of bookkeeping skills.

BUS 115 Secretarial Accounting II 4(3-2)
A continuation of BUS 114. Included are basic accounting principles and their application to a business situation including payroll computation and tax forms. Prerequisite: BUS 114.

BUS 116 Office Machines I 5(3-4)
Students are trained in the technique, process, operation, and application of the ten - key adding machines, electronic printing calculators, Burroughs posting machine and 29 Keypunch machine. Prerequisite: BUS 141.

BUS 118 Machine Transcription I 3(1-4)
This course provides training in transcribing from dictating machines, with special emphasis on typewriting speed, accuracy, and good English grammar usage. Prerequisite: ENG 101 & 102; BUS 101 & 102. The student should type at the minimum rate of 35 net words per minute and must pass the Odell or Tedens test with a score of 75 percent or better.

BUS 119 Machine Transcription II 3(1-4)
A continuation of BUS 118.

BUS 124 Business Finance 3(3-0)
A survey of finance. Topics studied include: financial institutions, financial instruments, and financial statements.

BUS 130 Introduction to Data Processing Systems 5(4-2)
This course introduces the student to Electronic Data Processing hardware components and their functions; study focuses on using the EDP system in solving business and social science problems; communicating with EDP terminology is stressed; the role of the computer in society and its effect on society is discussed.

BUS 141 Business Math 3(3-0)
This course stresses fundamental arithmetic operations and their application to business problems. Decimals, fractions and percentages as they relate to business operations are stressed.

BUS 142 Business Math 3(3-0)
This course stresses basic math operations related to accounting. Financial charges based on interest, payroll computation and payroll deductions, as well as depreciation are covered. Prerequisite: BUS 141 or permission of instructor.

BUS 170 Personal Economics 3(3-0)
This course introduces basic economic theory and deals with its relationship to personal financial management.

BUS 206 Dictation and Transcription 4(3-2)
This course develops the skills of taking dictation and transcribing materials including a review of theory, and the dictation of familiar and unfamiliar material at varying rates of speed. Prerequisite: BUS 110.

BUS 207 Dictation and Transcription 4(3-2)
This course concentrates on development of accuracy, speed and vocabulary that will enable the stenographer to meet the demands of business, technical, and professional offices. Prerequisite: BUS 206.

BUS 208 Dictation and Transcription 4(3-2)
This course is mainly a speed building course concentrating on neatness as well as accuracy.

BUS 213 Office Procedures 5(5-0)
This course is designed to acquaint the student with typical responsibilities of the office worker, like receptionist duties, filing, handling the mail, sending telegrams, etc. Prerequisite: BUS 104.

BUS 219 Business Communications 3(3-0)
Techniques and style of writing various types of business communications are covered: business letters of all types, business reports of various types and spot announcements for radio and television. Prerequisites: ENG 101 & 102; BUS 101 & 102.

BUS 220 Human Relations in Business 3(3-0)
The problems of interpersonal relationships in organizations. Emphasis on motivation, morale, supervision, decision making, and communications.

BUS 221 Economic Principles I 5(5-0)
An introduction to economic principles, problems and policies, accounting, policy aspects of national income and product, as well as public finance, banking and international trade.

BUS 222 Economic Principles II 5(5-0)
This course focuses upon theories of production, determination of prices, distribution of income, monopolies, industrial relations and comparative economic systems. Prerequisite: BUS 221.

BUS 229 Personal Taxes 3(3-0)
The course is designed to enable the student to fill out his income tax returns (state and federal). The student will be able to fill out the tax forms and schedules that the average businessman, farmer, or professional person must complete and submit to the Federal Internal Revenue Service and the North Carolina Department of Revenue.

BUS 231 Fundamentals of Management I 3(3-0)
This course deals with a fundamental approach to the management process. An operational theory of management is developed which applies to all types of organizations.

BUS 232 Fundamentals of Management II 3(3-0)
This course covers management theory as it applies to various practical administrative situations. Prerequisite: BUS 231.

BUS 233 Personnel Management 3(3-0)
This course covers the employee - management relationship, labor unions, hiring and personnel development, financial compensations, and employee security.

BUS 235 Small Business Management 3(3-0)
This course covers the principles involved in business management: planning, controlling, directing and financing as related to a small business firm.

BUS 238 Marketing 3(3-0)
This course is designed to acquaint the student with the structure and functions of the marketing system.

BUS 239 Salesmanship 3(3-0)
A study of salesmanship including: the skills of good salesmanship, the selling process, consumer motivation, and the management of selling.

BUS 240 Advertising 3(3-0)
A theoretical and applied approach to managing advertising campaigns.

BUS 247 Business Insurance 3(3-0)
A presentation of the basic principles of risk, insurance, and their applications. A survey of the various types of insurance is included.

BUS 255 Key - Punch 3(1-4)
The course covers basic information for operation of card-punch machines through utilization of lecture, lab and practice set materials.

BUS 260 Business Filing 3(1-2)
The course covers fundamentals of indexing and filing for business. Methods covered are: Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

BUS 280 Accounting I 4(4-0)
This course is a comprehensive treatment of all up - to - date accounting principles and gives the student ample opportunity through examples, illustrations, and correlated activities to learn how the principles are applied.

BUS 281 Analyzing Financial Statements 4(4-0)
This course covers characteristics of Financial Statements and Financial Statement Analysis.

BUS 282 Bank Public Relations and Marketing 4(4-0)
This course discusses the basics of public relations, both internal and external, and seeks simply to provide an over - view of public relations and marketing.

BUS 283 Commercial Law 4(4-0)
This course is designed to teach the banker to act in accordance with established legal principles and to provide a general knowledge of legal problems pertaining to business and banking.

BUS 284 Credit Administration 4(4-0)
This course, directed toward the executive level, covers factors influencing and determining loan policy, methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans.

BUS 285 Economics 4(4-0)
This course explains how the economic system operates. It treats the determination of relative value in markets with different types of competition, applies the underlying principles of international economics and finance, and approaches the limitations and pitfalls of economics from the layman's viewpoint.

BUS 286 Effective English 4(4-0)
This course examines language usage from a communications theory standpoint and a grammatical standpoint. It also is concerned with language mastery through wide reading, an interest in words, and practice in writing.

BUS 287 Fundamentals of Bank Data Processing 4(4-0)
This survey course has been developed to meet the need for a broadly based and non - technical explanation of electronic data processing as applied to banks.

BUS 288 Bank Management 4(4-0)
This course covers new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provided new and experienced bankers with working knowledge of bank management incorporating case studies as examples.

BUS 289 Principles of Bank Operations 4(4-0)
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad, operational perspective.

BUS 290 Installment Credit 4(4-0)
This course emphasizes: establishing credit, obtaining information, servicing the loan, and collecting the amounts due in an efficient credit operation. Other topics discussed are inventory financing, special loan programs, business development and advertising, and public relations aspects of installment lending.

BUS 291 Supervision and Personnel Administration 4(4-0)
This course is designed to aid first - line supervisors in making a smooth transition from expert in a task to supervisor producing results through efforts of other people. The supervisor must reflect management attitudes, utilize management policies and achieve maximum production.

BUS 292 Accounting II 4(4-0)
The content of this course was selected with two major objectives in mind: immediate on - the - job usefulness, and contribution to the student's future growth in the banking field. The course consists of a detailed study of balance sheet items, covers manufacturing accounting and product costing, and includes an appropriate study of cost analysis for managerial decisions.

BUS 293 Law and Banking 4(4-0)
An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi - contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial papers, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform commercial Code.

BUS 295 Management of Commercial Bank Funds 4(4-0)
This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions are spelled out so that this text is useful to bankers in institutions of all sizes.

BUS 297 Real Estate Fundamentals 3(3-0)
This course covers the terminology and law of real estate, real estate financing and appraising, and the mathematics on North Carolina Real Estate Examinations.

BUS 1103 Small Business Operations 3(3-0)
This course is an introduction to the business world; it includes problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventory, layout of equipment and offices, methods of improving business, and employer - employee relations.

CAR 1101 Carpentry 8(3-15)
A brief history of carpentry and present trends of the construction industry. The course will involve operation, care, and safe use of carpenters handtools and powertools in cutting, shaping, and joining construction materials used by the carpenter. Major topics of study will include: theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.

CAR 1102 Carpentry: Millwork and Cabinet Making 8(3-15)
Cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of base and wall cabinets, built-in desk, door and window frames, stairs and interior and exterior cornice and trim.

CAR 1103 Carpentry: Framing 8(3-15)
Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including floor joist, sub-floor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as electrical, air conditioning, heating, and plumbing.





CAR 1104 Carpentry: Finishing 9(3-18)
Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as exterior cornice, door and window trim, interior flooring, door and window facing, moldings, and cornice construction, installation of hardware, and installation of built-in equipment and cabinets.

CAR 1113 Carpentry: Estimating 4(3-3)
This is a practical course in quantity "take off" from prints of jobs performed by the carpenter. Figuring the quantities of materials needed and costs of building various components and structures.

CAR 1114 Building Codes 3(3-0)
A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

CDE 101 Observation and Recording 3(3-2)
This course is designed in order that the student may observe the physical and psychological actions of the pre - school child. Recording of these actions in different observation formats is an essential part of this course.

CDE 102 Rhymthic Activities and Creative Expression 4(3-3)
This course is designed to acquaint the student with the different kinds of musical experiences that should be included in a child development program and how these experiences contribute to the development of the young child.

CDE 103 Child Development: Conception to Age Six 3(3-0)
This course is a detailed study of the child's development between the ages of conception to age six; factors covered are: effect of experiences on behavior patterns, attitudes and interpersonal skills; language utilization is also covered.

CDE 104 Foods For Children 4(3-2)
This course is designed to teach the nutritional needs of growing children. Food needs and menu planning for the mid - morning snack and lunch are covered.

CDE 105 Preschool Education 5(3-6)
This course deals with the various considerations one deals with when setting up a pre - school room (i.e., what equipment to purchase to augment muscle control, etc.,). Different types of pre - schools are presented in discussion.

CDE 106 Science for the Preschooler 4(3-2)
This course is designed to explore those basic everyday principles relevant to the child's interest about his environment.

CDE 107 Parent Education 2(2-0)
This course emphasizes family counseling procedures and techniques that will better prepare the student to relate to and work with parents.

CDE 108 Pre - School Practicum 5(3-5)
This course requires that the student work in the pre - school at least 9 hours per week; emphasis is on the incorporation of skills learned in prior CDE courses; the student is required to take initiative in planning activities for entire weeks and days.

CDE 109 Motor Development 3(2-3)
This course involves the understanding of motor development during the preschool years and different ways to channel a child's movements into creative expression.

CDE 110 Creative Activity 4(3-2)
This course allows the student an opportunity to work with all types of media used in the preschool classroom in creative self - expression.

CDE 111 Literature for Children 3(3-0)
This course presents books and materials to be used in the preschool room; different types of literature are covered and different modes of utilization discussed.

CDE 112 Child Guidance 3(3-0)
This course is designed to acquaint the student with behavior problems in children during the preschool years and to discuss different methods for guiding children into acceptable behavior.

CDE 113 Marriage and Family Relationships 3(3-0)
This course is designed to discuss methods of solving problems which effect relationships within the family. Topics will include family management, types of family planning and services available within the community for all members of the family.

CDE 114 Internship in a Preschool Program 13(0-30)
This course includes a student teaching quarter in which the student teaches in a preschool setting.

CDE 115 Child Growth and Development: Middle Childhood to Adolescence 3(3-0)
This course is a detailed study of the developmental sequence between middle childhood and adolescence, emphasizing environmental and social factors, behavior pattern formation, and value system development.

CDE 116 Exceptional Children 3(3-0)
This course presents the etiology of the mentally retarded and the child with emotional problems. Problems that parents of these children have are explored.

CDE 117 Internship in a Public School Setting 13(0-30)
This course includes a student teaching quarter in which the student teaches in a public school setting.

CER 1101 Pottery I. Ceramic Materials, Procedures, and Techniques 14(8-18)
This is an introductory course in the study of pottery production. Clay conditioning and techniques of throwing are introduced. Practice in throwing is emphasized to gain mainpulative skills. The preparation and application of glazes, the study of different type of kilns, and the organization of the ceramic shop for efficient production is part of the course.

CER 1102 Pottery II. Ceramic Materials, Procedures, and Techniques 8(5-9)
This course requires more intensive experience in disciplined throwing. A general study of ceramic raw materials and supply sources will be included. Clay composition and formulation, glaze calculation process, and kiln stacking process is studied by the student actually engaging in experimentations. Students develop a "shop routine" that is coordinated to the actual production process.

CER 1103 Pottery III. Ceramic Materials, Procedures, and Techniques 5(5-9)
This course includes continued discipline in throwing with emphasis placed upon making matching sets and individually designed functional ware. The student will be introduced to coil and slab pottery. The techniques of surface decorations in conjunction with glazes is developed. The study also includes using the pug mill to prepare clay and the stacking of the kiln individually by each student.

CER 1104 Pottery IV. Advanced Ceramic Materials, Glazed Theory, Calculation Kiln Design 8(5-9)
This course emphasizes advanced throwing techniques with each student designing a matching set of dinner ware, plates, bowls, cups, saucers, mugs, tea pot, coffee pot, sugar bowl and creamer, as well as learning to throw off the hump. a significant amount of time is allocated to the mass production of pottery; students address themselves to the following areas: shop layout and design, mass production techniques, staff utilization, time study, pricing and selling wares.

CER 1105 Pottery Practicum I 5(0-15)
The objective of this course is to provide the student-before graduation from Pottery Making - a working practice in an environment in which he will work after graduation and upon empoloyment. This period of time will enable the student to use the equipment and perform the processes and services required of his specialty under close supervision.

CER 1106 Pottery Practicum II 5(0-15)
Same as Pottery Practicum I.

CER 1107 Pottery Practicum III 5(0-15)
Same as Pottery Practicum I.

CHM 100 Introduction to Modern Chemistry 1(1-0)
This course is a general introduction to chemistry for non - chemistry majors. Topics include: fundamentals of chemistry, activities of the chemist, use of chemical research, household medicines and drugs, and radiochemistry.

CHM 101 General Chemistry 4(3-2)
This course provides instruction in the language of chemistry, fundamental laws and theories, elements and compounds, kinetic molecular theory, solutions, the gas laws and atomic structure. Prerequisite or Co requisite: MAT 112.

CHM 102 General Chemistry 4(3-2)
This course emphasizes the mastery of formula and equation writing, chemical calculations, colloid chemistry, chemical equilibrium, redox and electro - chemistry; organic and nuclear chemistry and biochemistry are introduced. Prerequisite: CHM 101.

CHM 103 General Chemistry 4(2-4)
This course covers ionic equilibria in aqueous systems of weak electrolytes, the colubility, product principle, hydrolysis and semi - micro qualitative analysis. Prerequisite: CHM 102.

CHM 151 Chemistry for Allied Health 3(2-2)

This course is designed for students in the health - related programs. Emphasis is on the practical aspects of inorganic and organic chemistry and biochemistry.

CHM 203 Instrumental Quantitative Analysis 6(3-6)
A study of the principles of volumetric, gas chromatography, instrumentation and techniques of spectrophotometry, and radiochemical methods of analysis. Practical laboratory determinations of common metals, nonmetals, acids, and bases are conducted. Prerequisite: CHM 101, CHM 102, CHM 103 or permission of the instructor.

CIV 101 Surveying 5(3-6)
This course covers the theory and practice of plain surveying, including taping, differential and profile leveling, earth work computations, transit stadia, tape surveying, and the development of topographical maps and symbols.

CJC 101 Introduction to Criminal Justice 5(5-0)
This course is designed to familiarize the student with the philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, an evaluation of law enforcement's current position, and orientation relative to the profession as a career.

CJC 102 Criminal Law I 3(3-0)
This course is designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina Law.

CJC 103 Criminal Procedure 3(3-0)
This course is designed to provide the student with a review of court systems; procedures from incident to final disposition including the knowledge of how to legally and effectively question suspicious persons, witnesses, suspects, etc.; principles of constitutional, federal, state and civil laws as they apply to and affect legal and effective search, seizure and arrest, booking procedure; types of search and how to effect an arrest or search.

CJC 104 Introduction to Criminology 5(5-0)
This course is a survey of the different crimes, including problems involving juveniles and how to handle them; theories and factors attributing to criminal behavior are covered; the student will study some of the penal and correctional procedures which have been used in the past as well as some of the contemporary methods.

CJC 105 Criminal Evidence 3(3-0)
This course covers the kinds and degrees of evidence and rules governing the admissibility of evidence in court. This course gives the student the necessary practical knowledge to investigate, prepare and present cases to the courts.

CJC106 Community Relations 3(3-0)
This course is designed to create an awareness of the need for a good police and community relationship; problems confronting police personnel in achieving this goal; solutions to these problems including a survey of non - police agencies dealing with police problems and how they can best work together to achieve their common goal.

CJC 107 Applied Police Psychology 3(3-0)
This course builds upon the principles of psychology taught in PSY 201. It is designed to assist law enforcement officers in a better understanding of relationships on the job, at home, and in the community as members of the law enforcement team. Also included will be practical knowledge of how to handle "domestic difficulties," and disturbed persons (mental, emotional, opposite sex, etc.).

CJC 108 Criminal Law II 3(3-0)
This course is a continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. This course will give the student the knowledge to enable him to perform primary Law Enforcement functions effectively and properly. Primary emphasis will be placed upon North Carolina Law. Prerequisite: CJC 102.

CJC 200 Motor Vehicle Laws 3(3-0)
This course is a study of the traffic enforcement codes with primary emphasis placed on North Carolina Law.

CJC 201 Organization and Administration 5(5-0)
This course is an introduction to the principles of organization and administration including their application to field services, such as: vice control, traffic patrol, criminal investigation, and juvenile division. A discussion of the service functions: (e.g. training, communications, two - way radio, PIN system service functions, and signals, records, property maintenance and miscellaneous services).

CJC 202 Introduction to Criminalistics 5(5-0)
This course is a general survey of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students.

CJC 203 Interviews and Interrogations 3(3-0)
This course covers the various sources of information available to law enforcement agencies and the techniques used in interviewing and interrogating.

CJC 204 Police Supervision 3(3-0)
A continuation of CJC 201. Emphasis is on developing supervisory and management techniques employed at the various levels of police work.

CJC 205 Identification Techniques 4(4-0)
The student will study various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and taking rolled impressions will be developed through lab practice. Instruction will be given in the more popular ten finger and single print classification systems. An introduction will be given to the process of comparing latent lifts and rolled impressions and in preparing them for courtroom presentation.

CJC 206 Technical Report Writing 3(3-0)
A course in which the student is able to make practical application of his knowledge of English to experiences relevant to his curriculum with emphasis on forms of business communications such as letters, memoranda and short reports. This course will give the student the knowledge and ability to prepare reports consistent with his job responsibility.

CJC 207 Criminal Justice Photography 4(3-2)
This course is a study of photographic equipment and its applications to the field of law enforcement. Instruction will be given in all phases of the photographic process including crime scene surveillance, macro and micro photography, as well as the development of negatives and prints.

CJC 208 Criminal Investigation 5(5-0)
This course introduces the student to the fundamentals of investigating: crime scene search, recording, collection and preservation of evidence, case preparation and court presentation, and the investigation of specific offenses (e.g. arson, narcotics, sex, larceny, burglary, robbery and homicide).

CJC 209 Forensic Science 4(4-0)
This course is a survey of the various sciences and their application to the field of law enforcement. A study of the theory and techniques used in the more common analyses: flammable accelerants, explosives, serial number restoration, firearms, primer residue tests, etc.

CJC 211 Corrections, Administration, and Organization 5(5-0)
This course emphasizes the principles of administration in the correctional setting including budgeting and financial control, recruitment and development of staff, administrative decision making, public relations and other correctional administrative functions.

CJC 212 Correction 5(5-0)
This course is an examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. This course provides a history and philosophy in the field of correction.

CJC 213 Confinement Facilities Administration 3(3-0)
This course is designed to familiarize the student with the supervision and administration of confinement facilities, involving techniques of inmate supervision, security, medical care of prisoners, food preparation, sanitation, various legal aspects controlling detention facilities, correctional institutions, and jails.

CJC 214 Corrections Law 3(3-0)
This course is designed to familiarize the student with the specific laws as they pertain to correction, care, custody, and control.

CJC 215 Counseling 3(3-0)
This course is designed to present the basic elements of counseling as they apply to different socio - economic groups in our society.

CJC 216 Community Based Corrections 3(3-0)
Community resources that can be utilized in the correctional process are examined in this course; included are: vocational rehabilitation, alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private volunteer, professional assistance, legal aid, and other pertinent services.

CJC 217 Corrections Counseling 5(4-2)
This course is designed to provide the student with information pertaining to counseling techniques as they apply to the needs of a correction officer. Time is provided for role playing and other useful techniques.

CJC 218 Paroles, Probation, and Pardons 3(3-0)
Probation as a judicial process and parole as an executive function are examined in this course, as well as community - based correctional operations.

CJC 219 Rehabilitation 3(3-0)
This course is designed to provide the student with the opportunity to explore the different avenues of rehabilitation. New and innovative techniques of rehabilitation are emphasized as they relate to successful methods.

CJC 220 Mental Retardation 3(3-0)
This course is designed to provide the student with the opportunity to acquire an understanding of the mentally retarded person in terms of the individual's behavior as it relates to confinement.

CJC 232 Self - Defense: Forms and Positions 2(0-6)
This course deals with the various forms and positions necessary in preparing one physically to develop himself adequately in self - defense methods. Mental concentration and muscle control are stressed.

CJC 233 Control Methods in Self - Defense I 2(0-6)
The following methods are covered and practiced until a high degree of performance is reached: arm locks, come - alongs, restraints and chokes; how to remove subjects from chairs and automobiles; the use of cloth, coat or collars for restraint or takedown; and handcuffing techniques. Prerequisite: CJC 232 or permission of the instructor.

CJC 234 Control Methods in Self Defense II 2(0-6)
This course trains the student in various control methods: use of a police club, arm and hand blows, and kicks. The location and use of nerve centers and pressure points, and defense against grabbing or scratching attacks are essential components of this course. Prerequisite: CJC 233 or permission of the instructor.

CJC 235 Control Methods is Self - Defense III 2(0-6)
This course will concern itself with how to deal with various types of attacks including: an attack from the rear, defense against an attack from the rear, defense against an attack by fists, clubs or sticks; defense against slashing or stabbing, knife attacks and also how to deal with an attack by firearms. Prerequisite: CJC 234 or permission of the instructor.

COS 1101 Introduction to Cosmetology 5(5-0)
This course is designed to introduce the student to the role of the cosmetologist, and to acquaint the student with the basic knowledge a cosmetologist must have, including: the chemical composition of shampoos, rinses, hair and scalp conditioners, and the structure of the hair.

COS 1102 Mannequin Practice 10(0-30)
This course is designed to present hair shaping (razor method), hair styling, permanent waving, manicuring, shampooing, and scalp treatments. Demonstrations precede mannequin practice by students.

COS 1103 Basic Theory I 5(5-0)
Hair coloring, manicuring, thermal waving, diseases of the nails, skin, scalp and hair; the pressing comb and thermal iron, massage, electricity and light therapy are covered in this course. Prerequisite: COS 1102.

COS 1104 Practical Skills I 9(0-27)
A continuation of COS 1103. The student works on live subjects as well as on mannequins; hair shaping (scissor method), complex styles, the basic practices of hair coloring, lash and brow tinting, wig care, hair pieces and facials.

COS 1105 Basic Theory II 5(5-0)
This course is designed to treat the parts of the anatomy which have relevance to cosmetology; also covered are facial treatments, facial make - up, the chemistry of facial cosmetics, and wigs and their care.

COS 1106 Practical Skills II 9(0-27)
A continuation of COS 1104. The student works almost exclusively on live subjects. This course covers: hairstyling of long hair, hot oil manicures, facials with make - up, special hair cuts, special effects achieved with hair coloring and the air oxidation method of permanent waving. Prerequisite: COS 1104.

COS 1107 Salon Management 5(5-0)
This course is designed to introduce the student to the many aspects of salon management. Field trips to salons in the area will be made, and the business and legal aspects of owning a salon covered.

COS 1108 Advanced Hairdressing 9(0-25)
In this course, the student will work mainly on live subjects; areas covered are: new trend hair styles, new procedures and products in cosmetology; a great deal of attention is given to the individual student's needs; upon successful completion of this course, the student will be prepared for salon work.

COS 1199 Basic Skill Review 9(0-25)
This course is designed for the student who wishes to be able to qualify for the South Carolina and other state boards of cosmetic art which require 1500 hours of schooling. Students enrolled in COS 1199 are allowed to attend any classes in cosmetology which may be beneficial to him - her.

DFT 101 Technical Drafting I 2(2-1)
This course covers the principles and practices of print reading and the description of objects in graphic language as well as fundamental drafting skills and techniques.

DRA 101 Introduction to Theatre 3(2-1)
A general survey of the major elements of theatre history and practice. The course will be designed for, but not restricted to, students who have had no instruction in theatre. The classes will be oriented, using the laboratory hour and free time, when possible, to produce short plays as demonstration workshops.

DRA 102 Introduction to Theatre 3(2-1)
Essentially a continuation of DRA 101 but with a shift of emphasis to the literature of the theatre. In addition to studying significant classic and modern plays, students will be encouraged to write scenes for plays and produce them in workshops. Winter quarter.

DRA 103 Introduction to Theatre 3(2-1)
Designed to follow DRA 101 and 102 in logical sequence but may be taken alone. The course will concentrate on play production with special attention to the technical aspects, set construction, lighting, makeup, costumes, etc. Members of the class will form the nucleus of a campus and community wide theatre group which will stage a major spring production. Spring quarter.

EDU 101 Math for the Preschooler 4(3-2)
This is a math course designed for those who will be teaching children between the ages of two and six. Topics covered include: mathematical ideas, problem solving with children, techniques and skills of computation, developing creative environments, and those mathematical concepts which should be acquired by the young child. The child development lab is utilized.

EDU 201 Introduction to Education 5(5-0)
This course is an introduction to the fundamental principles, techniques and procedures, objectives and historical views in education. It is designed primarily for students beginning professional training in teacher education.

EDU 202 Social Foundations of Education 5(5-0)
This course covers the educative effects of social structure, social values, and social demands upon the schools. Emphasis is placed upon the relationship between the home, church and school. Prerequisite: EDU 201 or permission of instructor.

EDU 230 Introduction to Industrial Education 5(5-0)
This course concerns the place of vocational education in a program of public education and the fundamental principles upon which this work is based.

EDU 240 Methods of Teaching Industrial Subjects 5(5-0)
This course is a study of effective methods and techniques of teaching industrial subjects. Class organization, student - teacher planning, methods of teaching manipulative skills and related information are emphasized. Also covered are: lesson planning, shop safety, and evaluation. Teaching problems are studied and analyzed following directed observations in the public schools.

EDU 250 Instructional Media 5(5-0)
This course is an introduction to audio - visual instruction with an emphasis on equipment operation.

EDU 260 History and Philosophy of Industrial and Technical Education 5(5-0)
This course is a historical study of the trade and technical education movement. Changing concepts of industrial and technical education in American education are explored from an economic, sociological, and psychological perspective.

ELC 112 Direct and Alternating Current 10(5-15)
This course examines the structure of matter, the electron theory, the relationship between voltage, current and resistance in series, parallel and series — parallel circuits; Ohms and Kirchoff's laws are covered as well as sources of direct current potentials; fundamental concepts of alternating current flow are emphasized.

ELC 113 Alternating Current and Direct Current Machines and Controls 9(5-12)
This course provides training in the fundamentals of single and polyphase alternating current circuits, voltage, currents, power instruments, transformers and motors; instruction is given in the use of electrical test instruments in circuit as well as in A. C. and D. C. machines and simple system controls; industrial controls are stressed.

ELC 114 Residential Wiring 8(5-9)
This course provides training in the application of blueprint reading, planning, layout, and installation of wiring in residential type settings.

ELC 115 Commercial and Industrial Wiring 9(5-12)
This course provides training in the layout, planning, and installation of wiring systems in commercial and industrial complexes; blueprint reading, the National Electrical Code, and practical experience in conduit preparation, and installation of simple systems.

ELC 215 Electrical Machines 4(2-5)
This course covers the principles of direct — current generators and motors, characteristics of the various types of electrical machines, alternating — current generators, transformers, three phase motors, synchronous motors and single phase motors.

ELC 225 Electrical Controls and Circuits 6(3-9)
This course is an in-depth study of control systems for acceleration, speed, and braking; typical controls for air conditioning, refrigeration and heating are also stressed. Prerequisite: ELC 215.

ELC 235 Planning Electrical Installations 5(3-6)
This course stresses the National Electrical Code regulations, power requirements and typical design of industrial and commercial installation, as well as design and calculation of illumination and electric heating systems. Prerequisite: ELC 225.

ELC 1102 Applied Electricity 6(4-6)
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble - shooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring. Prerequisite: PHY 1101.

ELN 101 Instruments and Measurements I 2(1-2)
This course is a study of basic electronic instruments, theory of operation, their functions, tolerances and calibration; service and laboratory instruments are covered; lab experience provides experience with each type of instrument studied.

ELN 102 Instruments and Measurements II 2(1-2)
A continuation of ELN 101.

ELN 105 Control Devices 7(5-4)
This course is an in-depth study of the electrical characteristics of vacuum tubes, and transistors; the basic parameters and applications of each type device to the three configurations of a three terminal two port system will be covered.

ELN 108 Industrial Electronics I 5(3-6)
This course thoroughly examines vacuum tubes such as diodes, triodes, tetrodes, pentodes, and gaseous control tubes in terms of basic theory, operating characteristics, and application; amplifiers using triodes, power supplies using diodes and other basic applications are introduced.

ELN 109 Industrial Electronics II 5(3-6)
This course covers basic industrial systems, heating systems and controls, magnetic amplifier controls, electronic systems commonly found in industrial settings.

ELN 210 Semiconductor Circuit Analysis 6(5-2)
This course is an in-depth study of the analysis and design of transistor circuits. Total circuits are analyzed and evaluated; HYZ and T parameters are utilized as well as signal - flow graphs.

ELN 214 Wave Shaping and Pulse Circuits I 3(2-2)
This course covers broadband amplifiers, magnetic amplifiers, multivibrators, wave shaping, techniques, chopper amplifiers, clipper and clamper circuits.

ELN 215 Wave Shaping and Pulse Circuits II 3(2-2)
A continuation of ELN 214. Pulse techniques, diode switches, gates, step counters, restorers and other specific circuits which function as switches are covered.

ELN 220 Electronic Systems 7(5-4)
This is a "block diagram" course investigating numerous electronic systems; modules or blocks of various circuits already studied are arranged in various manners to produce complex electronic systems. Co - requisite: ELN 215.

ELN 235 Special Devices 3(2-3)
This course gives the student an adequate background in numerical control machinery theory; it includes a study of the newest devices used in electricity and electronics. Prerequisites: ELC 215, ELC 225, and ELN 214.

ELN 1104 Fundamentals of Electronics I 4(2-4)
The structure of matter and the electronic theory as well as the relationship between voltage, current and resistance in series, parallel and series-parallel circuits are covered in this course; alternating current flow, which includes resistors, capacitors, coils, transformers and sources of AC and DC potential are also studied.

ELN 1105 Fundamentals of Electronics II 4(2-4)
This course is an introduction to vacuum tubes, diodes and transistors.

ELN 1106 Amplifier Systems and Servicing 4(2-4)
This course is an introduction to the various types of amplifier circuits used in monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. Servicing techniques are emphasized.

ELN 1107 Practical Radio Servicing 4(2-4)
This course is a study of the principles of radio reception and practices of servicing.

ELN 1115 Television Receiver Circuits and Servicing I 4(2-4)
This course is a study of the principles and functions of television receivers; the components of television receivers (monochrome and color) are studied in depth; troubleshooting techniques and repair with the proper use of test equipment is stressed.

ELN 1116 Television Receiver Circuits and Servicing II 4(2-4)
A continuation of ELN 1115. This course deals more in - depth with the theory of operation of color television circuitry. Specialized servicing techniques are stressed.

ELN 1130 Two - way Mobile Maintenance 6(3-6)
A course to acquaint the student with the theory and maintenance of fixed station and mobile station transmitters and receivers. Except for radio laws, sufficient information will be given to qualify the student to take the FCC second class radiotelephone license examination. Permission of instructor required.

ENG 100 English Fundamentals 1(5-0)
A basic course in the fundamentals of the English language, including grammar, spelling, mechanics, and paragraph writing. This course is designed to meet the needs of those students who do not possess the skills necessary to enter English 101.

ENG 101 Freshman English 3(3-0)
A study of language and literature with particular emphasis on expository and critical writing; writing descriptive, narrative, and argumentative themes based upon the reading of essays is covered. (Reading Improvement or College Reading is now a separate course.) Some students will be placed in sections of English 101 with four contact hours, according to thier skill level on entry. Prerequisite: Satisfactory performance on placement test or completion of ENG 100.

ENG 102 Freshman English 3(3-0)
A continuation of freshman English including an introduction to the short story and drama. Written analyses. Prerequisite: ENG 101.

ENG 103 Freshman English 3(3-0)
A continuation of freshman English including the study of the novel and poetry. Research papers based on casebooks and the library. Prerequisite: ENG 101.

ENG 104 Technical Report Writing 3(3-0)
A course in which the student is able to make practical application of his knowledge of English to experiences relevant to his curriculum with emphasis on forms of business communications such as letters, memoranda and short reports. This course will give the student the knowledge and ability to prepare reports consistent with his job responsibility.

ENG 114 Literature for Children 3(3-0)
A course which presents books and materials to be used in the pre - school room; different types of literature are covered and different modes of utilization discussed.

ENG 151 Voice and Diction 3(3-0)
A course designed to improve the student's voice quality and articulation through concentration on the International Phonetic Alphabet, focus on the physiological processes of human speech production, and the articulation of selected reading materials.

ENG 161 Fundamentals of Speech Communication 3(3-0)
A course concerned with the applicability of communications theory to various communication situations; these include interpersonal, small group, public addresses, mass communication, etc.

ENG 201 English Literature 3(3-0)
A survey of English literature from Beowulf to 1600, including Chaucer, Spenser, and Shakespeare. Written analyses required. Prerequisite: ENG 103 or permission of instructor required.

ENG 202 English Literature 3(3-0)
A survey of English literature from 1600 to 1850, including Donne, Jonson, Milton, Swift, Pope and the major Romantic poets; Written analyses. Prerequisite: ENG 103 or permission of instructor required.

ENG 203 English Literature 3(3-0)
A survey of English literature from 1850 to the present, including Tennyson, Browning, Arnold, Hardy, Shaw, Conrad, Yeats, Joyce, Lawrence, and Eliot; written analyses required. Prerequisite: ENG 103 or permission of the instructor required.

ENG 205 American Literature 3(3-0)
A survey of American literature from the Colonial Period to the Civil War. Major emphasis will be placed on the works of Hawthorne, Poe, Melville, Emerson, and Thoreau. Prerequisite: ENG 103 or permission of the instructor required.

ENG 206 American Literature 3(3-0)
A survey of American literature from the Civil War to the start of the Twentieth Century. Major emphasis will be placed on the works of Whitman, Crane, Dickinson, Twain, London, and Norris. Prerequisite: ENG 103 or permission of the instructor required.

ENG 207 American Literature 3(3-0)
A study of major American authors of the twentieth century including Dreiser, O'Neill, Frost, Fitzgerald, Hemingway, Wolfe, and Faulkner. Prerequisite: ENG 103 or permission of instructor required.

ENG 210 Interpersonal Communications 3(3-0)
A course emphasizing dyadic communication. The approach is twofold: to increase the student's knowledge of how the process works by increasing his interpersonal communication skills, and to increase the student's understanding of why the process works by exposure to views of various communication theorists.

ENG 211 Public Speaking 3(3-0)
A study of basic speech skills including speech preparation, composition and delivery. Practical training in the presentation of short speeches is emphasized. Prerequisite: ENG 151.

ENG 221 Creative Writing 2(3-0)
A course in which the basic materials and techniques of good writing, particularly poetry and the short story, are examined. Extensive student practice is required. Skills are to be developed through class criticisms of each student's own work in addition to assigned readings by professional writers.

ENG 231 World Literature - Ancient Greeks and Romans Through European Literature of Middle Ages 3(3-0)
A study of the great epics and other works of literature of the ancient world, including the Bible, Homer, Sophocles, Aeschylus, Euripides, Aristophanes, Plato, Aristotle, Cicero and Virgil. A survey of Medieval dramas and tales, including Dante, Boccaccio, Chaucer, and other Italian, English, and French writers. Written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 232 World Literature - The Renaissance Through Neoclassicism 3(3-0)
Primarily a study of Spanish, French, English, and Italian comedies and tragedies. The course includes Cervantes; Rabelais, Moliere, Voltaire; Shakespeare, Marlowe, Milton; and Petrarch, Catiglione, Machiavelli. Written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 233 World Literature - Romanticism to Present Day 3(3-0)
A study of European and American literature, including Rousseau, Goethe, Poe, Melville, Flaubert, Dostoevsky, Tolstoy, Chekhov, Ibsen, Gide, Sartre and Camus, with written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 241 Black American Literature 3(3-0)
A study of Black American prose and poetry with emphasis on writers of the twentieth century. Writers studied may include: Hughes, Douglas, Ellison, Baldwin, Wright, Baraka, Killens, McKay, Cullen, Brooks, Giovanni, and Dunbar. Written analyses and evaluations are required. A sophomore and - or advanced freshman course. Prerequisite: ENG 101 or permission of the instructor required.

ENG 1101 Reading Improvement 3(3-0)
A course concentrating on improving the student's ability to comprehend what he reads by training him to read more rapidly and accurately. Special machines are used for class drill. Reading faults of the individual are analyzed for improvement, and principles of vocabulary building are stressed.

ENG 1102 Communication Skills 3(3-0)
A course emphasizing development of the ability to communicate effectively through the medium of good language usage in speaking and writing. Organizing thoughts and presenting thoughts effectively in connection with problems are stressed.

ENG 1103 Language Skills: Practical Nursing 5(5-0)
This course covers the three basic language skills: reading, writing, and speaking. The course is organized and taught mainly for those students in the Licensed Practical Nursing Program and attempts to develop effective communication skills which would be applicable to this field of work.

FOR 101 Introduction to Forestry 3(3-0)
This course introduces the student to the forest and the field of forestry; the benefits that mankind derives from the forest and the relationship of mankind and the forest are stressed.

FOR 102 Forest Botany and Ecology 5(4-3)
This course is a basic botany course oriented toward forest vegetation; it is an investigation into the internal and external structures and processes of plants and trees.

FOR 103 Woodsmanship and Camping 3(2-3)
This course deals with the proper clothing, equipment and safety in forested areas. Considerable emphasis is on personal and group safety, proper selection and use of outdoor tools and equipment and survival skills.

FOR 105 Soil Science 3(2-3)
Those fundamental physical and chemical properties which most affect soil and crop management decisions are discussed. The objectives are to first present the student with the proper background to understand soil and fertilizer problems and then how to employ this background in making wise and economical management decisions.

FOR 107 Plant Identification 4(2-4)
This course entails classification of trees and field identification of selected species of trees. Instruction includes uses, silvicultural characteristics and also the aesthetic values of trees and other plants.

FOR 205 General Construction 5(3-6)
This course is designed to acquaint the student with frame construction, mortar preparation and selection of materials and design so that he - she can undertake certain construction and reparations. Considerable emphasis will be on blueprint reading.

FOR 121 Forest Tree Measurements 3(2-3)
Introduction of instruments and tools used in measuring forest products. Development of skills and techniques for measuring standing and felled trees as well as specialized forest products.

FOR 170 Supervised Work Experience 5(0-40)
To be taken during the student's 2nd Fall or Spring quarters, or by permission of instructor.

FOR 221 Applied Silviculture 3(2-3)
This course covers the establishment, development, caring for, and harvesting stands of timber. Emphasis is placed on developing techniques which complement both aesthetic values and ecological relationships in the forest.

FOR 222 Forest Mensuration (guided elective) 3(2-3)
This course introduces the student to the tools and techniques used in measuring the forest and its products. Timber cruising is stressed. Prerequisite: FOR 105, FOR 197, FOR 221.

FOR 223 Forest Field Study (guided elective) 3(2-3)
This course will involve the student, in a working situation, with field practices that were studied in the prerequisite courses. On the job training will be encountered in fire suppression, silvicultural practices. Prerequisite: FOR 222.

FOR 225 Forest Entomology & Pathology 3(2-3)
The study of the primary forest insects and disease and control methods. Includes field identification of certain insects and diseases.

FOR 226 Forest Equipment 4(3-3)
The selection, maintenance, and use of equipment for forest operations, such as logging, fire fighting, land preparation, planting and improvements.

FOR 227 Forest Aerial Photography 4(2-5)
Aerial photo interpretation as used in forest land management. The course deals with the uses, limitations, characteristics of different photography, steroscopy, photo scales and the measurement of distance and area. Tree height measurements, locations of field points, identification of forest cover and physical features, and preparation of simple maps from aerial photos with field exercise are covered.

FOR 228 Logging and Marketing 4(2-5)
Planning various types of logging operations, cost estimates, logging production, transportation, stumpage procurement, and laws, related to logging. The techniqus of marketing and logging are extensively observed and studied.

FOR 229 Forest Fire Control 3(2-3)
A study of main causes, preventative measures, methods of control, and uses of forest fires. Includes field exercises with modern forest fire equipment.

FRE 101 Elementary French 4(3-2)
A study of basic French grammar. Aural - oral ability of students will be developed along with reading of texts and writing exercises. Tests are available for those who have had a previous background in French, but desire aid in determining which level is appropriate to begin their studies.

FRE 102 Elementary French 4(3-2)
A continuation of FRE 101.

FRE 103 Elementary French 4(3-2)
A continuation of FRE 102.

FRE 201 Intermediate French 4(3-2)
A systematic review of French grammar in conjunction with reading of French (texts concerning French) civilization and culture. Special emphasis is placed on development of reading comprehension. Students attend a language lab two hours per week. Prerequisite: FRE 103 or a minimum of two high school units of French.

FRE 202 Intermediate French 4(3-2)
A continuation of FRE 201.

FRE 203 Intermediate French 4(3-2)
A continuation of FRE 202.

FRE 211 Advanced French 4(3-2)
The first in a sequence of courses conducted in the language, stressing the culture and history of France, principally as reflected in the literature. Emphasis is on selections from French literature from Chanson de Roland to the present. Prerequisite: FRE 203 or permission of instructor required.

FRE 212 Advanced French 4(3-2)
A continuation of FRE 211.

FRE 213 Advanced French 4(3-2)
A continuation of FRE 212.

GEN 100 Local History and Genealogical Research 3(3-0)
This course is an overview of regional history with an emphasis on local history. Historical research methods as well as primary and secondary sources of information are examined. The use of public records in genealogical research is emphasized.

GEO 101 Regional Geography 3(3-0)
This course is an introduction to basic geography; maps, map - making, problems encountered in this field and various solutions to these problems, exploration or regional types, some relevant natural history and some relevant natural science are included.

GEO 102 Regional Geography 3(3-0)
This course uses a problems approach to international problems. The effects of the topography of a region on its inhabitants is explored; regions studied may include: Central and South America, emerging West Africa, the Peoples Republic of China, The USSR and the United States.

HED 201 Personal and Community Health 5(5-0)
The course deals with the development of all aspects of personal and community health.

HED 206 First Aid and Safety 3(3-0)
This is a basic health education course designed to teach the fundamentals of administering first aid. Emphasis is on accident prevention and practical application of first aid skills. The American Red Cross Standard Certificate will be issued to students with a grade of "C" or better.

HED 1101 Personal Development I 2(1-5)
This course is the first of a two-part individualized instructional package designed to cover the following areas: telephone conversation, keeping the body healthy, finding your way, tobacco and health, and, alcohol and health. The student is expected to start at the beginning of the series and complete his work in sequence.

HED 1102 Personal Development II 2(1-5)
This course is the second of a two-part individualized instructional package designed to cover the following areas: drug abuse, the facts about sex, and the facts about venereal disease.

HIS 101 Western Civilization 3(3-0)
A general survey of the ancient Near East, the classical civilizations of Greece and Rome, the new religious civilizations of the early Middle Ages, and the Middle Ages.

HIS 102 Western Civilization 3(3-0)
A survey of the Age of the Reformation, exploring colonization and the Commercial Revolution, the Age of Absolutism, the Intellectual Revolution, the Age of Democratic Revolutions, and the Napoleonic Era.

HIS 103 Western Civilization 3(3-0)
A survey of the European political revolts of 1830 and 1848, the political unification of Germany and Italy, European Neoimperialisms, European political developments of the late 19th Century; World War I and its aftermath, the rise of European totalitarian states, the upsurge of nationalism in Africa and the Orient, World War II, and the Cold War.

HIS 197 Special Topics Problems in Current Events 2(2-0)
A discussion-oriented study of two or three major problems in current events. A project will be required.

HIS 201 American History 3(3-0)
A survey of the Colonial Period and early National Period covering: colonization, the American Revolution, the adoption of the Federal Constitution, and the development of the National Government through the Missouri Compromise.

HIS 202 American History 3(3-0)
A survey of the Nineteenth Century covering: the tariff crisis, the Compromise of 1850, the Secession Movement, the Civil War, Reconstruction, big business, organized labor, and free silver crusade.

HIS 203 American History 3(3-0)
A survey of the Twentieth Century covering: The Progressive Movements, international problems, the First World War, the Depression, the New Deal, the Second World War, and the Post War Era.

HIS 210 North Carolina History 5(5-0)
A study of the history of North Carolina from its colonial beginnings to the present.

HIS 211 The Recent Far East 5(5-0)
A historical survey of China and Japan emphasizing imperialism, domestic developments and recent international relations.

HIS 212 Russia and the Soviet Union 5(5-0)
A general survey of Russian history from the establishment of the Grand Principality of Kiev through the creation of the Russian Empire under the Romanovs, the Revolution of 1917, and the development of the Soviet State.

HIS 214 American and Asia: A Clash of Cultures 3(3-0)
An examinaion of the historical relationships and interactions between the United States and two traditional Asian rivals - China and Japan. Beginning with a brief overview of the historical development of China and Japan, the course will then describe the stormy and often controversial clash of cultures as growing American power and influence, particularly after 1800, brought it into contact with the two Asian powers.

HON 201 Philosophy of Science 3(3-0)
This interdisciplinary honors course is the first of a two-course sequence the theme of which is the evaluation of science through the needs and actjvities of man. The origin and development of agriculture, architecture, chemistry, mathematics, astronomy, physics, and anatomy are covered.

HON 202 Philosophy of Science 3(3-0)
This is the second of two interdisciplinary honors courses designed to encourage understanding of the origin of the sciences out of man's curiosity and needs. The focus of this course is on the industrial revolution, the theory of evolution, atomic energy, genetics, science and humanism, and the future.

HOR 204 Horticulture 3(2-3)
This course covers: propagating techniques, planting procedures, watering and fertilizing techniques, directing plant growth, summer heat and winter cold, controlling pests and diseases, weeding procedures and maintenance.

HUM 121 French Culture 2(2-0)
The first in a sequence of courses conducted in English which explore the geography, economy, politics, and local customs of France. There is a brief overview of French literature and history as well as an emphasis on current events.

HUM 122 French Culture 2(2-0)
A component of the French Culture Sequence (no prerequisite).

HUM 123 French Culture 2(2-0)
A component of the French Culture Sequence (no prerequisite).

HUM 131 Spanish Culture 2(2-0)
The first in a sequence of courses conducted in English which explore the geography, economy, politics, and local customs of Spain. There is a brief overview of Spanish literature and history as well as an emphasis on current events.

HUM 132 Spanish Culture 2(2-0)
A component of the Spanish Culture Sequence (no prerequisite).

HUM 133 Spanish Culture 2(2-0)
A component of the Spanish Culture Sequence (no prerequisite).

HUM 151 The Nature of Language 2(1-2)
This course is a basic introduction to semantics, body language, language comparison dialects, and the effects of language. Students have the opportunity to utilize a variety of audio - visual media, as well as to participate in games and activities involving the manipulation of language.

HUM 201 Unified Humanities 5(5-0)
A team - taught interdisciplinary introduction to the cultural and intellectual progress of modern man, with particular emphasis on life in our southeastern North Carolina tri - cultural society. The course is project - oriented and is designed to begin where the student finds himself in relation to his appreciation of art, music, history, literature, and philosophy, help him discover how he got there, and where he goes next in the humanistic tradition. The subject is man; the spirit is critical and speculative; and the goal is realization of the worth of the individual.

HUM 202 Unified Humanities 5(5-0)
A continuation of HUM 201.

HUM 204 The Italian Renaissance 5(2-6)
An introductory study of the art, literature, politics, philosophy and religion of southern renaissance man. Through reading, film studies and lectures the students will become familiar with the art treasures they will see first hand in museums in Florence, Rome and Venice. (Study tour of Italy required.)

HUM 205 Classical Greece 5(2-6)
An introductory study of the philosophy, politics, art, architecture, and literature of Heladic and classical Greece. Students will read from original sources and commentaries on the Greek view of the nature of art and man. Film studies will acquaint the students with the places they will visit while in Greece. (Study tour of Greece is required).

HUM 206 Our British Heritage, Part I 5(2-6)
A travel - study course dealing with the history, geography and government of Great Britain with special attention to those aspects of British culture that have had the greatest influence on the United States. Students will examine British constitutionalism and our rich heritage of the English common law tradition. (Study tour of Britain required.)

HUM 207 Our British Heritage, Part II 5(2-6)
A travel - study course dealing with the literature, art and philosophy of Great Britain with special attention to those aspects of British culture that have had the greatest influence on America. (Study tour of Great Britain is required in conjunction with HUM 206.)

JOU 101 Principles of Journalism 3(3-0)
This course is an introduction to reporting the various types of news for a newspaper, and emphasizes the various types of writing skills required by each of the different forms (i.e. the general news story, the feature, the editorial, etc.). Broadcast journalism will be introduced when appropriate.

JOU 102 Principles of Journalism 3(3-0)
A continuation of JOU 101.

JOU 103 Principles of Journalism 3(3-0)
A continaution of JOU 102.

MAT 100A Arithmetic Refresher 1(5-0)
An intensive review of the basic arithmetic operations covering: whole numbers, common fractions, decimal fractions, per cent and its application.

MAT 100B Introduction to Algebra 1(5-0)
A study of basic algebra for the student who is to continue studying math. The study begins with the arithmetic operations of the integers and extends through simple algebraic expressions.

MAT 101 Fundamentals of Mathematics 3(3-0)
This is the first course in a three - quarter sequence for liberal arts students. Included are: flow diagrams, functions, integers, operations, decimals and real numbers, linear equations, inequalities, and algebra of rational expressions. Prerequisite; Two years of high school algebra or MAT 100B, or permission of the instructor.

MAT 102 Fundamentals of Mathematics 3(3-0)
A continuation of MAT 101. Included are: exponets and factorials, and polynomial expressions with an emphasis on quadratic polynomials. Prerequisite: MAT 101.

MAT 103 Fundamentals of Mathematics 3(3-0)
A continuation of MAT 102. This course consists of an introduction to the BASIC computer language and computer programming applications. Prerequisite: MAT 102.

MAT 105 Electrical Math I 5(5-0)
A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; introduction to trigonometric functions and their application to right angles; and study of vectors for use in alternating current.

MAT 112 College Algebra and Trigonometry 5(5-0)
This course and its sequel provide a thorough preparation in pre - calculus math, including properties of real numbers, linear and nonlinear algebraic relations and function, exponential and logarithmic functions, circular functions, trigonometric functions, inverse relations and conditional equations, matrices and determinants, complex numbers, theory of equations, sequences and series. Prerequisite or Co - requisite for math and science majors: MAT 170.

MAT 113 College Algebra and Trigonometry 5(5-0)
This pre - calculus course deals with circular functions, trigonometric functions, polar coordinates, complex numbers, sequences and series and other appropriate topics. Prerequiste: MAT 112 and MAT 170.

MAT 115 Mathematics for Foresters 3(3-0)
This course is basic trigonometry. Topics include the sine, cosine, tangent functions and the use of these functions to solve problems involving right and oblique triangles.

MAT 121 Basic Algebra I 5(5-0)
An introduction to algebra. This first course in a two - course sequence includes signed whole numbers, non - fractional equations, multiplication and division of fractions and addition and subtraction of fractions.

MAT 122 Basic Algebra II 5(5-0)
The second course in this sequence includes fractional equations, introduction to graphing, literal fractions, formula rearrangement, systems of equations and formula derivation. Prerequisite: MAT 121 or its equivalent.

MAT 123 Electronic Math I 5(5-0)
A study of the fundamentals of algebra, basic operations, grouping, factoring, exponents, ratio and proportions; trigonometry is introduced. Those mathematical processes which are applicable to electricity are emphasized (i.e. a study of vectors for use in alternating current). Prerequisite: MAT 122 or its equivalent.

MAT 150 Calculus with Analytic Geometry 5(5-0)
The first course of a four - quarter sequence which treats the calculus of functions of one variable and plane analytic geometry. This sequence is generally required of all mathematic, science and engineering majors. (Other courses in the sequence: MAT 250, MAT 251, MAT 252.) Prerequisite: MAT 113.

MAT 161 Mathematics for Nurses 1(2-0)
A study of the simple mathematics which are essential for the preparations of solutions and the administration of medicines and other tasks common to the nursing profession.



MAT 170 Introduction to BASIC Programming 2(1-2)
A mini - course in the BASIC computer language and in the use of simple computers. The entire course involves learning to write and to execute computer programs. The course will not normally count as a mathematics credit for graduation, but will count as an elective.

MAT 180 Mathematics for Elementary Teachers 5(5-0)
The first of a two course series covering the real number system with special attention given to algebra of sets and the mathematical basis of the fundamental operations of addition, subtraction, multiplication and division. Basic ideas from number theory, algebra and the intuitive foundations of geometry are also covered.

MAT 181 Mathematics for Elementary Teachers 5(5-0)
A continuation of MAT 180. (Usually required for those preparing to teach in grades four through nine.) Prerequisite: MAT 180.

MAT 191 Metric System 1(1-0)
This course covers the history of measurement, the invention of the metric system, the advantages of the metric system, the meaning of metric prefixes, the relation of metric units to other units of measurement, the metric units of length, area, volume, mass, capacity and its use in the science laboratory.

MAT 221 Electronic Math II 5(5-0)
A study of powers of ten, Ohm's law for series and for parallel circuits, quadratic equations, Kirchoff's laws, trigonometric functions, plane vectors, alternating current, vector algebra, and logarithms. Prerequiste: MAT 123.

MAT 250 Calculus with Analytic Geometry 5(5-0)
A continuation of MAT 150. This course treats the calculus of functions of one variable and plane analytic geometry. Prerequisite: MAT 150.

MAT 251 Calculus with Analytic Geometry 5(5-0)
A continuation of MAT 250. Prerequisite: MAT 250.

MAT 252 Calculus with Analytic Geometry 5(5-0)
The fourth course of a four quarter sequence. This course treats the calculus of functions of several variables and solid analytic geometry. Prerequisite: MAT 251.

MAT 1101 Fundamentals of Mathematics I 4(4-0)
Practical number theory is the basis of this course. Included are analysis of basic operations (addition, subtraction, multiplication and division), fractions decimals, percentages and ratio and proportion.

MAT 1102 Fundamentals of Algebra 3(3-0)
Emphasis is on those mathematic operations having special application in the field of air conditioning and refrigeration. Prerequisite: MAT 1101 or equivalent.

MAT 1103 Geometry 3(3-0)
Fundamental properties and definitions of geometry are covered in this course. Included are: plane and solid geometric figures, selected theorems, geometric figures, volumes of solids, and geometric principles as they apply to shop operations. Prerequisite: MAT 1101 or its equivalent.

MEC 1120 Duct Construction and Maintenance 5(3-6)
Study of various duct materials including sheet steel, aluminum, and fiber glass. Safety, sheetmetal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on the site repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heat and air washers, fans, insulation and ventilating hood. Prerequisite: BRP 1116, AHR 1123. Co - requisite: AHR 1126.

MUS 101 College Choir 1(0-5)
The college choir is open to all students who have musical talent and are interested in singing. Opportunities exist for: accompanied and unaccompanied singing, study and performance of various choral works and styles, and appearances locally and in other states. Permission of instructor required.

MUS 102 College Choir 1(0-5)
A continuation of MUS 101.

MUS 103 College Choir 1(0-5)
A continuation of MUS 102.

MUS 104 College Choir 1(0-5)
A continuation of MUS 103.

MUS 105 Music Appreciation 5(5-0)
A course to provide students an opportunity to become familiar with approximately forty - five musical compositions considered to be masterpieces. Emphasis will be placed on listenings. Lectures will include the development of perceptive listening habits, basic elements of music, a study of the stylistic and formal characteristics of the music, and biographical material on the composers. Meets five hours per week for five credit hours.

MUS 106 Music for the Pre - Schooler I 4(3-3)
This course gives the student the opportunity for an experience in basic guitar or piano. The course includes basic notation, elements of singing, elementary keyboard, rhythmic notation exercises, and lab work in the lab school.

MUS 107 Music for the Pre - Schooler II 4(3-3)
A continuation of Music 106. In this course the student may concentrate on either guitar or piano. Simple singing, rhythm games, and musical appreciation are introduced along with the making of rhythm instruments. Lab work in the lab school is continued. Prerequisite: Music 106 or permission of the instructor.

MUS 111 Freshman Theory I 4(3-2)
A fully integrated course in basic theory including the basic elements of musical sound, scales, key, triads, intervals, rhythmic patterns, meter, melodies, cadences, chord progression, written harmony, keyboard, sight singing and dictation. Permission of instructor is required.

MUS 112 Freshman Theory II 4(3-2)
A fully integrated course in the theory including the study of harmonic, melodic, and rhythmic elements; part writing, harmonic analysis, beginning composition, keyboard, sight singing and dictation. Prerequisite: MUS 111 or permission of the instructor.

MUS 113 Freshman Theory III 4(3-2)
A fully integrated course in theory including the study of altered chords, secondary dominants, rhythm, preliminary counterpoint, modulations, keyboard harmonization, part writing, harmonic analysis, sight singing and dictation. Prerequisite: MUS 112 or permission of the instructor.

MUS 114 Freshman Theory I 4(3-2)
A continuation of basic music theory with emphasis on drill in aural training, sight - reading, and keyboard work. Permission of instructor is required.

MUS 151 Freshman Guitar I 1(1-3½)
This course is the first in a sequence of instruction in the fundaments of playing the guitar. All equipment necessary for the course will be furnished.

MUS 152 Freshman Guitar II 1(1-3½)
A continuation of MUS 151.

MUS 153 Freshman Guitar III 1(1-3½)
A continuation of MUS 152.

MUS 154 Freshman Guitar I 2(2-3½)
This course is the first in a sequence of instruction in the fundaments of playing the guitar. All equipment necessary for the course will be furnished.

MUS 155 Freshman Guitar II 2(2-3½)
A continuation of MUS 154.

MUS 156 Freshman Guitar III 2(2-3½)
A continuation of MUS 155.

MUS 164 Freshman Piano I 2(2-4)
The first in a sequence of practical instruction leading to the mastery of the keyboard encompassing the following skills: accuracy of notes, accuracy of rhythm, steadiness of tempo, proper hand position, correct fingering, use of dynamics, melodic tone quality, use of pedal, seriousness of purpose (attendance, attitude, etc. memorization).

MUS 165 Freshman Piano II 2(2-4)
A continuation of MUS 164.

MUS 166 Freshman Piano III 2(2-4)
A continuation of MUS 165.

MUS 171 Freshman Voice I 1(½-2½)
The first in a sequence of practical instruction leading to the mastery of vocal technique, covering the aims, organization, and materials of vocal music. Special emphasis is placed on sound production, pronunciation and diction, breathing, reading skills, and the development of a solo repertoire.

MUS 172 Freshman Voice II 1(½-2½)
A continuation of MUS 171.

MUS 173 Freshman Voice III 1(½-2½)
A continuation of MUS 171.

MUS 174 Freshman Voice I 2(1-4)
The first in a sequence of practical instruction leading to the mastery of vocal technique, covering the aims, organization, and materials of vocal music. Special emphasis is placed on sound production, pronunciation and diction, breathing, reading skills, and the development of a solo repertoire.

MUS 175 Freshman Voice II 2(1-4)
A continaution of MUS 174.

MUS 176 Freshman Voice III 2(1-4)
A continuation of MUS 175.

MUS 180 Music for Elementary Teachers 5(5-0)
A course designed for the student who plans to become a classroom teacher in the elementary school. It presents an integrated approach to developing functional musicianship through listening, reading, and writing musical notation, analyzing and creating music. Emphasis is placed on understanding music and its practical application in the classroom.

MUS 201 College Choir 1(0-5)
A continuation of MUS 103.

MUS 202 College Choir 1(0-5)
A continuation of MUS 201.

MUS 203 College Choir 1(0-5)
A continuation of MUS 202.

MUS 204 College Choir 1(0-5)
A continaution of MUS 203.

MUS 211 Sophomore Theory I 4(3-3)
A continuation of MUS 114. Introduction to chromatic harmony. Skills in analysis and composition are developed. Written and analytical work in chromaticism and modulation is undertaken; survey of homophonic style from 1700-1900 and introduction to the 20th century. Part writing, sight singing and dictation are also covered. Prerequisite: MUS 114 or permission of instructor.

MUS 212 Sophomore Theory II 4(3-3)
A continuation of MUS 211. Included are: advanced work in ear training and sight singing, modulations to remotely related keys, the melodic line, less frequently used part writing procedures, less common chord progression, diatonic seventh chords, borrowed chords, keyboard harmony and advanced analysis. Prerequisite: MUS 211 or permission of the instructor.

MUS 213 Sophomore Theory III 4(3-3)
A continuation of MUS 212. Included are: second leading tone triads, seventh chords; augmented triads, French and Neapolitan sixth chords, chords of the tenth, eleventh and thirteenth, advanced modulations, part writing, composition, sight singing and dictation. Prerequisite: MUS 212 or permission of instructor.

MUS 251 Sophomore Guitar I 1(1-3½)
A continuation of MUS 153.

MUS 252 Sophomore Guitar II 1(1-3½)
A continuation of MUS 251.

MUS 253 Sophomore Guitar III 1(1-3½)
A continuation of MUS 252.

MUS 254 Sophomore Guitar I 2(2-3½)
A continuation of MUS 156.

MUS 255 Sophomore Guitar II 2(2-3½)
A continuation of MUS 254.

MUS 256 Sophomore Guitar III 2(2-3½)
A continuation of MUS 255

MUS 264 Sophomore Piano I 2(2-4)
A continuation of MUS 166.

MUS 265 Sophomore Piano II 2(2-4)
A continuation of MUS 264.

MUS 266 Sophomore Piano III 2(2-4)
A continuation of MUS 265.

MUS 274 Sophomore Voice I 2(1-4)
Same description as MUS 171-1, except a more advanced level.

MUS 275 Sophomore Voice II 2(1-4)
A continuation of MUS 274.

MUS 276 Sophomore Voice III 2(1-4)
A continuation of MUS 275.

NUR 101 Introduction to Health Care 1(1-0)
This course introduces the student to history of nursing, simple professional ethics, grooming and personal health, nursing and its relationship to other fields of medicine, and the methods of learning about health via communications media.

NUR 102 Introduction to Health Care 1(1-0)
This course is concerned primarily with teaching medical terminology. The student will be introduced to terminology used in the hospital and to the titles and educational backgrounds of various health personnel.



NUR 103 Introduction to Health Care 1(1-0)
This course will continue medical terminology. The course also will include ethics specific to the field of nursing and alternative careers in health occupations. It will include the relationship of nursing to other health fields. Prerequisite: NUR 102.

NUR 111 Nursing Fundamentals I 5(3-6)
This course is an introduction to the broad concepts of nursing and to the basic principles which serve as guides in planning and administering nursing care. Clinical laboratory experience is provided to develop basic nursing skills. Prerequisite: Admission into Nursing Program through Nursing Admission Committee.

NUR 112 Nursing Fundamentals II 8(4-6)
A continuation of NUR 111. This course introduces the broad concepts and basic principles of nutrition and pharmacology as related to nursing. The clinical laboratory provides guided experiences in the care of the patients with simple health problems. Prerequisites: NUR 111 and MAT 161.

NUR 113 Medical and Surgical Nursing 9(5-12)
This course is designed to provide a background of information which will enable the student to further develop the knowledge and nursing skills which are essential to basic nursing care. Consideration to the scope, diagnosis, prevention, and control of the major health problems is given, plus a study of the physical, mental, social, and emotional development of the normal human being.

NUR 114 Human Growth and Development 2(2-0)
This course is designed to assist the Nursing student in caring for patients of all age groups. Growth and development from infancy to old age with consideration of the effect of the social, biological, cultural, and illness upon growth are included. Insofar as possible, the classroom activity centers around discussions of normal growth and development and certain deviations. Prerequisite: PSY 201.

NUR 115 Psychiatric and Mental Health Nursing 5(3-6)
This course introduces the student to the basic concept of mental illness as a community health problem and gives the student the opportunity to develop skills in planning nursing care for patients with behavioral disorders. Selected clinical experiences are provided with mentally ill patients in the hospital setting and with those persons experiencing behavioral disorders who are being treated on an outpatient level.

NUR 201 Maternal & Child Nursing 9(4-12)
A study of the broad concepts of the family's task of child-bearing and child-rearing in a social setting. Emphasized is the nurse's role in family teaching and guidance in health care. The clinical laboratory provides guided learning experiences in assisting the family in solving health problems in the various phases of family growth and development. Prerequisites: BIO 204, BIO 205, BIO 206, NUR 111, NUR 112, and NUR 113.

NUR 202 Medical-Surgical Nurisng II 9(5-12)
A continuation of NUR 201. Emphasis is on patient and family teaching; utilization of various community agencies is stressed. Prerequisites: NUR 201, BIO 206.

NUR 203 Medical-Surgical Nursing III 9(5-12)
A continuation of NUR 202. Emphasis is on working with the health team and guiding the work of auxiliary personnel. Prerequisite: NUR 202.

NUR 210 Concepts of Nursing Practice I 2(2-0)
This course is concerned with the responsibilities of the registered nurse, including legislative and legal controls. Current problems in nursing are explored. Prerequisite: Open to sophomore Associate Degree Nursing students only.

NUR 211 Concepts of Nursing Practice II 3(3-0)
This course is concerned with the responsibilities of the registered nurse, educational preparation for nursing and legislative and legal controls. Current problems in nursing are explored. Prerequisite: NUR 210.

NUR 212 Concepts of Nursing Practice III 3(3-0)
This course is concerned with national nursing trends and related professional organizations. Current problems in nursing are explored. Prerequisite: NUR 211

NUR 1101 Fundamentals of Practical Nursing I 9(7-6)
This course is designed to assist students in acquiring knowledge, and attitudes basic to effective nursing of patients of all ages and backgrounds. Emphasis is on nursing needs arising both from the individuality of the patient and from the patient's inability to care for himself. Emphasis is on the patient, his needs, and his environment. Prerequisite: Enrollment in LPN Program.

NUR 1102 Fundamentals of Practical Nursing II 6(5-3)
A continuation of NUR 1101. This course is designed to complete the introduction to basic nursing procedures and to cover deviations from normal methods and therapeutic procedures. Prerequisite: NUR 1101.

NUR 1103 Medical - Surgical Nursing I 6(4-6)
This course is designed to introduce the student to the causes of illness: the effect of illness on the patient, his family, and the community are covered. Procedures of nursing care relative to specific needs arising from specific disorders (cancer, for example) are covered.

NUR 1104 Medical - Surgical Nursing II 8(5-9)
A continuation of NUR 1103. This course is designed to cover the causes, symptoms, treatment and nursing care of patients with disorders of the respiratory, circulatory, digestive, urinary, reproductive, and endocrine systems. Prerequisite: NUR 1103.

NUR 1105 Medical - Surgical Nursing III 14(6-24)
A continuation of NUR 1104. This course is designed to cover the causes, symptoms, treatment and nursing care of patients with disorders of the nervous, musculoskeletal and sensory systems. Also included are: psychiatric nursing, advanced nursing ethics, legal aspects of practical nursing, as well as professional organizations and the graduate role. Emphasis is on clinical activities and selected patient care. Prerequisite: NUR 1104

NUR 1110 Anatomy and Physiology 5(5-0)
This course is designed to introduce the student to the general plan of the body and to thoroughly examine the ten systems of the body (i.e., skeletal, muscular, nervous, etc.).

NUR 1111 Nutrition 5(5-0)
This course is designed to provide a basic background in nutrition. Function and sources of nutrients are covered as well as the mechanics of digestion, absorption, and metabolism of nutrients. Principles of meal planning and the modifications of nutritional requirements by various cultural, religious, social and psychological factors are covered.

NUR 1112 Maternity Nursing 7(5-6)
This course is designed to provide a study of fundamentals of maternity nursing. Emphasis is on the normal pregnancy, the nurse's responsibilities, the needs of maternity patients with complication, as well as the needs of the normal infant and infant with common disorders.

NUR 1114 Pediatric Nursing 7(4-9)
This course emphasizes: normal child development, physical and emotional differences of the child from the adult, and the scope and objectives of modern nursing for children. Methods of meeting the needs of the hospitalized child and his - her parent as well as the implications of common disorders in children are covered.

NUR 1115 Pharmacology I 4(4-0)
This course focuses on the development of the skill of giving oral medications and injections. Drug sources, methods of preparation and storage, and the classification of drugs by use and by content are covered.

NUR 1116 Pharmacology II 4(4-0)
This course develops basic skills in calculating dosage for oral and parental use. Basic mathematical skills are covered. Preparation of simple solutions using proportion methods, systems for measuring drugs, coversion problems within the system and from system to system, are covered.

ORI 100 Freshman Orientation 1(1-0)
This is a required course for all full-time freshmen students. Topics to be covered: introduction to campus, services available-counseling, financial aid, Resources for Student Learning, Special Services Program, schedule changes, withdrawal from the college, Veteran information, lost and found, student rights and responsibilities, first aid information, SCC Student Handbook, student I.D. cards, student activities, StudentGovernment Association, and general information as needed.

ORI 201 Sophomore Seminar 1(1-0)
This course is designed to help the incoming SCC student to build skills that will help him with his studies. Topics that will be covered include: effective study techniques, introduction to the Learning Resources Center becoming familiar with the Student Handbook and administrative procedures and personnel. Another section of the course will deal with interpersonal skills building.

PED 101 - PED 125 Physical Education Offerings 1
It is necessary to take 3 of the following courses to graduate. They are designed to aid the student in developing the fundamental skills, understandings, and appreciations necessary to derive the greatest degree of physical benefits from the respective sport.

PED 101 Physical Fitness 1

PED 102 Physical Fitness 1

PED 103 Physical Fitness 1

PED 104 Archery 1

PED 105 Tennis 1

PED 106 Golf 1

PED 107 Bowling 1

PED 108 Volleyball 1

PED 109 Badminton 1

PED 110 Tumbling and Gymnastics 1

PED 111 Beginner Swimming 1

PED 112 Advanced Swimming 1



PED 113 Folk and Square Dancing 1

PED 114 Softball 1

PED 115 Weight Training 1

PED 116 Modern Dance 1

PED 117 Soccer 1

PED 118 Field Hockey 1

PED 119 Sailing 1

PED 120 Canoeing 1

PED 121 Hiking 1

PED 122 Cycling 1

PED 123 Horseshoes 1

PED 124 Snow Skiing 1

PED 125 Advanced Gymnastics 1

PED 126 Basketball 1

PED 127 Advanced Basketball 1
(Prerequisite: PED 126 or permission of instructor.)

PED 128 Baseball 1

PED 129 Advanced Baseball 1
(Prerequisite: PED 128 or permission of instructor.)

PED 130 Self-Defense 1

PED 131 Adaptive PE 1

PED 132 Adaptive PE 1

PED 133 Adaptive PE 1

PED 134 Water skiing 1

PED 135 Bait and Fly Casting 1

PED 155 Advanced Tennis 1

PED 166 Advanced Golf 1

PED 188 Fitness Skills Development 3(0-6)
A physical education course designed to accommodate the student who must complete degree work at night. The course will consist of a selection of the following activities: basketball, volleyball, tennis, golf, badminton, physical fitness, weight training, and square and folk dancing.

PED 201 Sports Officiating: Football, Soccer, Volleyball 2(1-2)

PED 202 Sports Officiating: Basketball 2(1-2)

PED 203 Sports Officiating: Baseball and Softball 2(1-2)

PHI 201 Introduction to Philosophy 5(5-0)
This course is designed to acquaint the beginner in philosophy with the basic problems that have concerned speculative thinkers. Emphasis is on addressing the major questions of metaphysics, ethics, and epistemology as they relate to contemporary problems. The classical techniques of "doing" philosophy are stressed.

PHI 205 World Religions 3(3-0)
A study of the basic concepts and theological beliefs of mankind as reifected by their religious cultures.

PHS 101 Physical Science 4(3-2)
This course emphasizes mechanics, heat, sound magnetism, electricity, systems of measurements, and the solar system. This course is taught by audio-tutorial methods.

PHS 102 Physical Science 4(3-2)
This course emphasizes atomic structure as it is related to the classification of the elements and the nature of their compounds. Fundamental laws, principles and theories of ionic and covalent bonding are also emphasized.

PHS 103 Physical Science 4(3-2)
This course emphasizes soil development, evaluation of landscapes, effects of glaciers, streams, winds, weather and the geological time table.

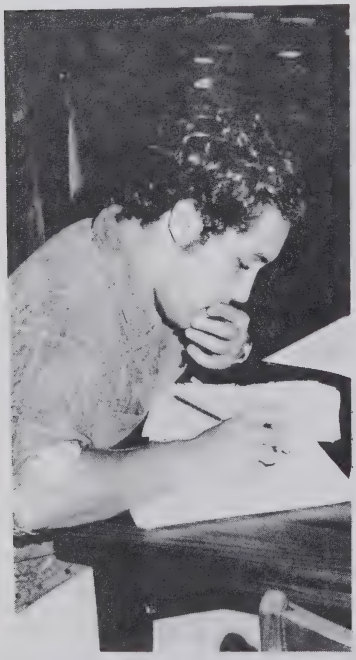
PHY 201 General Physics 4(3-2)
A general physics course designed primarily for mathematics, engineering and physical science majors. The elements of classical mechanics are introduced including vector analysis, partial and rigid body dynamics, statics and rotary motion. Prerequisite or Corequisite: MAT 150

PHY 202 General Physics 4(3-2)
A continuation of PHY 201. Areas covered include heat, sound and light, the measurement of temperature change, calorimetry, heat transfer, properties of matter, thermodynamics, wave motions, geometrical and physical optics. Prerequisite: PHY 201.

PHY 203 General Physics 4(3-2)
A continuation of PHY 202. Areas covered include electricity, magnetism, atomic and nuclear physics. An emphasis is on: electrostatics, magnetostatics, capacitance, currents, circuits, and electromagnetic induction. Prerequisite: PHY 202.

PHY 1101 Applied Science I 4(3-2)
This couse is an introduction to physics and its applications. Systems of measurement, theory of matter, properties of solids, liquids, gases and basic electrical principles are covered.

PHY 1102 Applied Science II 4(3-2)
This course covers the basic principles of forces and their effects; gravitation, motion, mechanical movements, simple machines, gear trains, and compound machines are included.



PLU 1110 Plumbing Pipework 6(3-9)
This course will introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop, where the student can learn how to handle these materials correctly. The student will perform operations such as threading, caulking, cutting, and sweating of the various kinds of pipe and tubing used in the trade.

PLU 1111 Domestic Water Systems 5(2-9)
The installation of water distribution systems beginning with the sources of supply including the location of pipes, valves, and pumps, in both single-story and multi-story buildings will be studied. Plumbing installations will be made to provide practical applications. Heating devices, and the storage and circulation of hot water will be studied. Private and public sewage and drainage systems, including their ventilation is a part of this course. Field trips will be taken to study various types of installations.

PLU 1112 Installation of Plumbing Fixtures 6(3-9)
The differences in materials and styles of lavatories, bathtubs and sinks, and the many ways that these fixtures can be installed will form the basis of this course. The proper use of traps is included. The student will get actual practice by making installations.

PLU 1120 Low Pressure Steam Systems 4(2-6)
The student will become acquainted with types of low pressure steam boilers, and the principles of boiler operation. Boiler accessories such as connectors, fittings, and insulation are to be included. Low pressure steam systems, their layout, and component parts will be studied and installed. Equipment used in heat transmission, such as radiators, coils, and connectors will be included.

PLU 1121 High Pressure Steam Systems 6(3-9)
Applications of low pressure steam equipment will be continued. Principles involved in industrial applications of both low-pressure and high-pressure steam equipment are covered. Commercial and industrial blueprints will be studied utilizing low and high pressure equipment. High pressure boilers and installations of high pressure systems will be emphasized.

PLU 1123 Hot Water and Panel Heating 5(3-6)
The piping and accessory equipment needed to transfer hot water to radiators, heaters, and coils, and the advantages and disadvantages of each of these units will be studied, including apparatus for radiant heating and panel heating. Methods of "sizing" equipment for various installations will be included. Practical application will be provided in installing this equipment.

PLU 1126 Hydraulic Systems Plumbing 3(2-3)
Plumbing applications in hydraulic systems is the focus of this course. Hydraulic principles, circuits, control valves, actuators, pumps, fluids and various accessories that complete hydraulic systems will be studied. Installation and servicing methods of these systems will be undertaken.

PLU 1125 Industrial Piping 6(3-9)
Piping systems of boilers, turbines, and steam engines especially as they are used in steam power plants and process piping such as is used in the chemical industries will be the major emphasis of this course.

PME 101 Internal Combustion Engine 4(2-6)
This course develops a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. A study is made of the construction and operation of components of internal combustion engines. Testing of engine terms, cooling systems, proper lubrication, and methods of testing are covered.

PME 102 Automotive Ignition Systems 5(3-6)
The study of different designs of ignition systems and the different tune-up procedures for these systems. Each component of each system is studied in depth. The proper use of testing equipment of the ignition system is stressed.

PME 103 Automotive Electrical Systems 4(3-3)
A thorough study of the automotive electrical system. Included are: the battery, cranking mechanism, generator (A-C & D-C), ignition, accessories and wiring. Proper testing procedures with the proper equipment is also studied.

PME 111 Engine Rebuilding 4(2-6)
This course is designed to allow the automotive student to become familiar with milling, refitting, and refacing procedures used in engine overhauling, and proper overhaul procedures.

PME 112 Automotive Fuel Systems 5(3-6)
A study of the characteristics of fuel, types of fuel systems, carburetor fundamentals and the use of special tools and testing equipment for the fuel system.

PME 113 Blueprint Reading 1(0-3)
This course covers interpretation and reading of blueprints, instruction and service manuals, and wiring diagrams.

PME 121 Braking Systems 3(2-3)
A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.

PME 123 Chassis and Suspension Systems 4(3-3)
This course covers the principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems is included. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment. Prerequisite: PME 102.

PME 124 Automotive Power Train Systems 6(3-9)
This course covers the principles and functions of automotive power train systems, clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair is stressed. Prerequisites: PHY 1102, PME 123.

PME 201 Motor Vehicle Laws and Regulations 3(3-0)
In order to assure a complete knowledge of the latest laws and regulations governing the automobile operation and automotive repair business operation, this course will delve deeply into such laws and regulations.

PME 202 Emission Control Systems 4(2-4)
This course is designed to give each student a complete knowledge of today's emission control systems including testing and overhaul of all major parts. The proper use of emission level testing equipment will also be covered.

PME 203 Advanced Ignition System 2(1-3)
This is a continuation of PME 102.

PME 204 VW Engines 2(0-6)
This course is for those students with an understanding of the basic gasoline engine and have a desire for further understanding and experience on the VW engine. The course will cover removal, installation, testing, overhaul, and modification of the VW engine.

PME 205 Disc Brakes 2(0-6)
In order to be completely up-to-date on the complex braking systems of today, the automotive student needs a complete understanding of the latest disc brakes. This course is to give the student time in the lab to experiment and study all phases of disc brakes. With instructor guidance, each student on completion of this course will be able to test and overhaul disc brakes as found on the cars of today.

PME 206 Alternator and Starter Rebuilding 2(1-3)
This course through class and laboratory experiences, gives the student an understanding of design and overhaul procedures on the alternator and starter systems.

PME 208 Wankel Engine 4(2-6)
A study and comparison of the standard (reciprocating) engine and the Wankel (rotary) engine. Through class participation and practical shop practice each student will achieve a working knowledge of such points as trouble shooting, testing, adjustment, and major overhaul of the Wankel engine.

PME 209 Foreign Car Engines 2(0-6)
In this course the students will work with all types of foreign car engines ranging from the simple through the more complex and expensive. The emphasis will be placed on design and construction differences which exist between foreign and domestic engines.

PME 210 Instruments, Gauges and Electrical Accessories 2(0-6)
This course will give each student a deeper understanding of the complex electrical systems in today's automobiles. Electrical accessories studied during this time will be power seats, power windows, windshield wipers and washers, engine gauges, and instrument testing and repair.

PME 215 The Diesel Engine 4(2-6)
This course is designed for the student with a working knowledge of the gasoline engine. This course expands his potential as a mechanic by giving him an understanding of the basic principles for maintenance and repair of diesel engines.

PME 223 Front Suspension, Alignment and Power Steering I 3(1-6)
Types and designs of front ends are studied in this course and a great deal of practice in the lab on alignment procedures and equipment, front suspension overhaul, and power steering maintenance and overhaul is experienced.

PME 224 Advanced Automatic Transmission I 5(3-6)
This course is designed to provide an understanding of automatic transmissions. Instruction includes: classroom study, demonstrations, and student participation in disassembly, re-assembly, and testing of selected transmission. Special emphasis is placed on principles, function, construction, operation, servicing and "trouble-shooting" procedures and repair of various types of automatic transmission.

PME 240 Diagnosis and Testing I 7(5-6)
A thorough study of the theory and operation of various automobile electrical units and systems. Maintenance and testing procedures, diagnosis and repair of all types of electrical - electronic components, especially the transistor circuits, found on the modern automobile are covered.

PME 241 Diagnosis and Testing II 7(5-6)
A continuation of PME 240.

PME 250 Advanced Auto Fuel Systems 7(5-6)
A thorough study of the fuel systems of the automobile: fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel system are covered as well as exhaust and emission controls and servicing.

PME 251 Cooperative Mechanics Training 3
Supervised on-the-job training is provided and coordinated and approved by the instructor. This course may be susbstituted for similar automotive lab experiences in selected courses. Evaluated as 100 hours of related work for 3 hours laboratory credit per quarter.



PME 1125 Automotive Servicing 6(3-9)
This course emphasizes the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble - shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing is stressed. Prerequisites: PME 123, PME 121, AHR 1101.

POL 201 American Federal Government 5(5-0)
This course is a study of the historical background and constitutional principles involved in our form of government, and analysis of the powers and functions of congress, the executive, and the judiciary.

POL 202 American State and Local Government 5(5-0)
This course is a study of the political and constitutional status of state and local government relation to the federal system.

PSY 101 Psychology of Learning 2(2-0)
This course emphasizes the practical applications of psychology as related to life adjustment and college success. Emphasis is given to effective study habits and techniques, critical thinking, educational and occupational planning, and psychology of human behavior. As part of this course, the student is provided with an orientation to the effective use of the learning resources found in the College Library.

PSY 102 Career Decisions 2(2-0)
This course aids the student in co-ordinating his abilities and interests in order to make meaningful educational and vocational choices, based on objective information. Recommended for students who are uncertain of their occupational choice and - or who desire experience in job-seeking skills. Opportunities offered by the college and community are investigated and evaluative tests are used.

PSY 201 Introduction to Psychology 5(5-0)
An introductory survey of the major characteristics of human behavior. How biological and socio-cultural factors interact to influence development, learning, motivation, perception, measurement, and pathological behavior is emphasized.

PSY 202 Human Development 5(5-0)
This course is a study of the physical, mental, and psychosocial development of man from infancy to adulthood with an emphasis on conceptual frameworks psychologists use to interpret behavior during the "stages" of the life cycle. Prerequisite: PSY 201 or permission of the instructor.

PSY 203 Abnormal Psychology 5(5-0)
This course is a study of the causes, systematic manifestations, and treatment of major personality deviations such as neuroses, psychoses, and mental deficiencies. Prerequisite: PSY 201 or permission of the instructor.

PSY 205 Educational Psychology 5(5-0)
This course is a study of the basic principles of psychology with an emphasis upon the learning process. The course provides an understanding of the applications of psychological principles to the educational process. It treats such topics as individual differences, principles of learning, transfer of training, and the nature of thinking and reasoning. Prerequisite: PSY 201 or permission of the instructor.

PSY 225 Psychology of Adjustment 5(5-0)
The study of the dynamic and positive principles involved in the process of adjustment and normal personality development. Application of these principles is emphasized, and active student participation is expected. Prerequisite: PSY 201 or permission of the instructor.

PSY 1101 Human Relations 3(3-0)
This course attempts to develop an understanding of human relationships through some of the basic principles of human psychology. The problems of the individual and his work situation are studied in relation to the established organization of modern business and industry and in relation to government practices and labor organization. Especially emphasized are the operating responsibilities of good management.

RDG 101 College Reading 3(3-0)
This course emphasizes development of reading ability in order to increase reading rates, develop power of comprehension, build vocabulary, and improve study skills. A reading laboratory is equipped with materials to aid students in achieving the course objectives. This course is a graduation requirement.

REC 100 Environmental Perception 1(11-0)
This course is designed to give the student the basic knowledge and experience necessary to insure greater appreciation and understanding of the natural environment.

REC 101 Outdoor Recreation 3(3-0)
Principles and problems involved in the utilization of our natural resources for recreational purposes are emphasized in this course. Emphasis is also placed on the role of outdoor recreation in local, state and federal agencies. The Bureau of Outdoor Recreation is investigated.

REC 110 Interpreting Our National Heritage 3(2-3)
This course introduces the student to the methods used to interpret our historic heritage and our natural resources. The methodology includes visits to national and state historic and natural areas and terminates with the students developing an interpreted program on some relevant topic.

REC 170 Field Training Outdoor Recreation 5(0-40)
This cooperative work experience affords the student an opportunity to become actively involved in outdoor recreation experiences ranging from programming to maintenance. The student spends eleven weeks off campus in a departmentally selected location.

REC 200 Recreation for Special Populations 3(3-0)
This course is an analysis of leisure problems confronting disadvantaged individuals and groups. Specific attention is given to the unique characteristics of the disadvantaged, particularly the aged, physically handicapped, and mentally retarded.

REC 201 Park Maintenance and Operations I 5(3-4)
This course deals with job planning and scheduling; preventive, coorective,and contractual maintenance in outdoor and indoor facilities. Special emphasis is placed on maintenance of indoor recreation and park facilities: plumbing, basic electricity and painting.

REC 202 Park Maintenance and Operations II 5(5-0)
This course prepares a student to become certified as a Class I Waste Water Treatment Operator in North Carolina.

REC 203 Park Maintenance and Operations III 5(3-4)
This course is a continuation of REC 201. Preventive maintenance is stressed in the outdoor maintenance of such areas as turfs, outdoor surfaces, athletic fields, roads, parking areas, litter and refuse, vandlism and the liability aspects of recreation maintenance.

REC 206 Recreation Programming 3(3-0)
This course is a study of the essential elements and basic principles involved in the organization, supervision, promotion and evaluation of various types of outdoor recreation programs. Emphasis is on organized programs and services.

REC 207 Aquatic Management 3(3-0)
This course is concerned with the maintenance, supervision and operations of water oriented areas and facilities such as beaches, pools, small lakes, etc.

REC 209 Facility and Site Planning 5(3-6)
This course covers the history of park and recreation facility planning. Emphasis is placed upon the planning principles involved in the design and lay-out of outdoor recreation areas.

REC 210 Recreation Field Study Seminar (guided elective) 3(2-3)
The student gains experience in the field of recreation through visiting and - or working with a variety of recreation or related areas in North Carolina. Involves combination of tours, lectures, demonstrations, and on hand experiences with professional personnel. Sites are selected on relevancy to total curriculum.



REL 201 Survey of the Old Testament 5(5-0)
An historical survey of major events in the religious, socio-economic, and political development of the Hebrew people during the Old Testament period.

REL 202 Survey of the New Testament .5(5-0)
An historical survey of the origin, teachings,and formation of the New Testament.

REL 203 Contemporary Religious Thought 5(5-0)
An investigation of selected movements, men and ideas which have contributed significantly to the development of European and American religious traditions.

SOC 101 Enhancing Family Relationships 3(3-0)
This course emphasizes self-esteem, communication skills, and responsible behavior as enhancements to healthy, enjoyable, family relationships. The course structure is informal class discussion with relevant reaction papers assigned. The socialization process is analyzed in terms of wife-husband, child-parent role fulfillments, with special consideration given marriage enrichment and how-to parent theories.

SOC 151 Human Potential Growth Group 3(3-0)
The Human Potential Growth Group is a structured small group experience founded on the assumption that something is right within you. In contrast to traditional group therapy which assumes that something is wrong, it is believed that healthy pesons can most effectively develop their own potential by working from a positive base. During the group experience, the student will be working toward four goals: self-affirmation, self-determination, self-motivation, and emphatic regard for the other people. Throughout the process, the emphasis is on positive and constructive feedback and self-awareness.

SOC 201 Introduction to Sociology 5(5-0)
This course is a study of the fundamental principles and concepts of sociology. Contemporary American institutions in relation to technological change, ethnic groups, population trends and social influences are the focus of the course.

SOC 202 Marriage and the Family 5(5-0)
This course is a study of the family as a social institution — its origins and development, its forms and functions, the interrelation with other social institutions, and its role in contemporary civilization. Congruently, sex roles, socialization, and factors contributing to or mitigating against successful marriages are explored.

SOC 203 Social Recreation 3(3-0)
This course is concerned with conducting social recreation for a variety of groups of people.

SOC 225 Modern Social Problems 5(5-0)
Through examination of existent research and research conducted by the students themselves, this course explores sociocultural change and analyzes today's major social problems. A brief historical review of the origins of these problems is presented.

SPA 101 Elementary Spanish 4(3-2)
A study of basic Spanish grammar. Aural-oral ability of students will be developed along with reading of texts and wiring exercises. Tests are available for those who have had a previous background in Spanish, but desire aid in determining which level is appropriate to begin their studies.

SPA 102 Elementary Spanish 4(3-2)
A continuation of SPA 101.

SPA 103 Elementary Spanish 4(3-2)
A continuation of SPA 102.

SPA 201 Intermediate Spanish 4(3-2)
A systematic review of Spanish grammar in conjunction with reading Spanish texts concerning Spanish civilization and culture. Special emphasis is placed on the development of reading comprehension. Prerequisite: SPA 103 or a minimum of two high school units of Spanish.

SPA 202 Intermediate Spanish 4(3-2)
A continuation of SPA 201.

SPA 203 Intermediate Spanish 4(3-2)
A continuation of SPA 202.

SPA 211 Advanced Spanish 4(3-2)
The first in a sequence of courses conducted in the language, stressing the Spanish and Hispanic culture and history, principally as reflected in the literature. Selections from Spanish literature from El Cid to the present and major authors from South and Central America are covered. Prerequisite: SPA 203 or permission of instructor.

SPA 212 Advanced Spanish 3(3-0)
A continuation of SPA 211.

SPA 213 Advanced Spanish 3(3-0)
A continuation of SPA 212.

WLD 1000 Oxyacetylene Welding 3(1-5)
This course covers the basic principles of oxyacetylene welding, with a special emphasis on the severing of metals by the oxyacetylene process. Safety aspects of welding are stressed through the course.

WLD 1001 Arc Welding (Straight Polarity) 3(1-5)
This course covers polarities, heats, electrodes as well as manipulative skills. Manual welding is for the student who likes to work with his hands as well as the beginning student and the person who is already working in the field and wishes to upgrade his skill. Safety aspects of welding are stressed throughout the course.

WLD 1002 Arc Welding (Reverse Polarity) 3(1-5)
This course is designed to develop proficiency in the welding process. Instruction is given in running beads in flat, vertical, overhead and horizontal positions. The welding of structural shapes used in modern construction is emphasized. Safety aspects of welding are stressed throughout the course.

WLD 1003 Arc Welding (Low Hydrogen) 3(1-5)
This course covers structural welding using a low hydrogen electrode. It is beneficial to students who plan to enter the construction field, as well as to students who plan to enter other fields and to professionals wishing to upgrade their welding skills. Safety aspects of welding are stressed throughout the course.

WLD 1004 Inert Gas Shield Welding ("TIG" Process) 3(1-5)
This course covers the practical skills and the theory of the tungsten inert gas welding process, also called heliarc welding. It is beneficial to the beginning welding student as well as to the professional wishing to upgrade his-her skills. Safety aspects of welding are stressed throughout the course.

WLD 1005 Inert Gas Welding ("MIG" Process) 3(1-5)
This course covers the practical skills and the theory of the inert gas shielded, mechanically fed, consumable wire electrode. This process is becoming increasingly utilized where speed of production is required in sheet metal, aluminum, stainless steel, and some of the exotic metals. Practical application of the process is therefore highly stressed in the course with these metals, and safety is underscored.

WLD 1006 Pipe Welding 3(1-5)
This course covers the welding of pipes in fixed positions using 'stick' electrodes as outlined in Section IX of the ASME Code.

WLD 1007 Advanced Pipe Welding Techniques 3(1-5)
This course is designed to prepare the advanced welding student to qualify in the field of industrial pipe welding. Carbon steel, aluminum, and stainless steel applications are emphasized. Prerequisite: WLD 1006 or equivalent.

WLD 1008 Certification Practices 3(1-5)
This course is designed to cover certification standards. The student uses various tests such as: the guided bend, dye penetrant, tensile strength, free bend and others prescribed by the American Welding Society's state and federal codes. The American Society for Testing Materials' standards are also used. Prerequisites: WLD 1006 and WLD 1007.

WLD 1101 Basic Arc & Gas Welding 3(2-3)
Welding demonstrations by the instructor and practice by the students in the welding shop is the focus of this course. Safe and correct methods of assembling and operating the welding equipment are covered. Practice for surface welding: bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work is provided as well. Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel.Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.

WLD 1120 Oxyacetylene Welding and Cutting 8(3-15)
This course introduces the student to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the field, and to the assembly of units. Welding procedures covered are: puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, brazing, and hard and soft soldering. Students are required to inspect and test the quality of the welds. Safety is stressed throughout the course.

WLD 1121 Arc Welding 8(3-15)
This course covers the operation of AC transformers, and DC motor generator arc welding sets. Included are: welding heats, polarities and electrodes used in joining various metal alloys by arc welding. When the student is proficient in running beads, butt and fillet welds made in all positions are tested by the student himself for quality. Safety is stressed throughout the course.

WLD 1122 Commercial and Industrial Practices 8(3-15)
This course is designed to build skills through practice in simulated industrial processes and techniques. Maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection are covered.

WLD 1123 Inert Gas Welding 5(2-9)
This course is an introduction to the practical application of inert - gas shield arc welding. Incuded are: equipment operation, practice in various positions, principles of operation, shielding gases, filler rods, process variations and applications, and manual and automatic welding.

WLD 1124 Pipe Welding 7(3-12)
This course is designed to provide practice in the welding of pressure piping in the horizontal, vertical and horizontal fixed positions using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

WLD 1125 Certification Practices 6(3-9)
This course covers welding the various materials requisite to the meeting of certification standards. The student uses various tests incuding the guided bend and the tensile strength tests to check the quality of his work. The production of quality welds is emphasized.

WLF 206 Wildlife Science 4(3-3)
This course is an introduction to wildlife biology. Topics covered include the interaction between wildlife and man, the manipulation of wildlife habitat, characteristics of wildlife populations, and the life cycles and management of selected widlife species. Labs include field trips to various management areas and talks by wildlife managers.



Classification of Programs

DEGREES CONFERRED AT SCC

1) Diploma: The diploma is conferred upon successful completion of specified one-year occupational programs.

2) Associate in Applied Science: This degree is conferred upon successful completion of specified two year occupational programs.

3) Certificate: The certificate is conferred upon successful completion of occupational programs of less than one-year in length.

4) Associate in Arts: This degree is conferred upon successful completion of specified college parallel programs of the liberal arts variety.

5) Associate in Fine Arts: This degree is conferred upon successful completion of specified college parallel programs of the fine arts variety (i.e. music and visual art).

6) Associate in Science: This degree is conferred upon successful completion of specified college parallel programs of the science and technical variety (i.e. pre-engineering, math and science).

The Adult Education Division offers non-credit courses which do NOT lead to a degree (except for basic education certificates and high school diplomas). See page 12.

APPEARANCE OF PROGRAMS BY DEGREE CONFERRED

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DIPLOMA

Air Conditioning and Refrigeration 13
Carpentry and Cabinet Making 13
Cosmetology 14
Electrical Engineering Technology 14
Plumbing and Pipefitting 14
Pottery Production 15
Practical Nursing 15
Practical Radio and T.V. Repair 15
Welding 15

ASSOCIATE IN APPLIED SCIENCE

Agricultural Science 16
Basic Business Administration 16
Criminal Justice 17
Electrical Engineering Technology 17
Forest Management 18
General Office Technology 18
Nursing 19
Outdoor Recreation Resources 19
Secretarial Technology 19
Vocational Instructors Program 20

CAREER LADDER (Diploma or Associate in Applied Science)

Child Development 20
Transportation Maintenance 21
Veteran Farm Agriculture 22

CERTIFICATE

General Welding 22

ASSOCIATE IN ARTS 23

ASSOCIATE IN FINE ARTS 23

ASSOCIATE IN SCIENCE 23

*The courses listed under these programs will have in addition to the number indicating credit hours (refer to page 4 for an explanation of credit hours) two numbers in parentheses. The first number in parentheses indicates the number of class hours (i.e. hours spent in lecture or discussion per week). The second number in parentheses indicates the number of laboratory, shop hours or studio hours per week involved in the courses.

Programs and courses listed in this catalog will be offered subject to adequate enrollment and adequate resources as deemed by the administration.

The information in this catalog is provided for the guidance of the student according to the best knowledge and projection of the faculty and staff. No information herein should be construed as a contract between the college and students or potential students or any member of the public which is served by the college.

Programs Occupational Programs

AIR CONDITIONING AND REFRIGERATION (Diploma)

Program Justification

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new buildings constructed for business and commercial use have all year comfort systems. Many homes now have air conditioning and the trend is definitely in the direction of more all-year systems of cooling and heating. The trend is equally an upward one for refrigeration systems. The improvement of air conditioning and refrigeration systems requires trained persons to install, operate, maintain, and service the complex equipment involved in these systems.

Related Job Titles/Employment Possibilities

Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The serviceman is employable in areas of sales, maintenance, installation, and in the expanding fields of truck and trailer refrigeration.

Program Description

The program is designed to train the student in the skills required by the air conditioning and refrigeration areas. These include installation, inspection, maintenance and repair of commercial equipment, connection of motors, compressors, temperature controls, humidity controls and circulating fans to control panels, testing of systems, observation pressure and vacuum gauges, and adjustments of control to insure proper operation.

		1st Quarter	
ORI	100	Freshman Orientation	1(1-0)
AHR	1121	Principles of Refrigeration	6(4-6)
MAT	1101	Fundamentals of Mathematics	4(4-0)
	or	or	
MAT	121	Basic Algebra I	5(5-0)
ENG	1101	Reading Improvement	3(3-0)
ELC	1102	Applied Electricity	6(4-6)
			20(16-12) or 21(17-12)
		2nd Quarter	
AHR	1122	Domestic & Commercial Refrigeration	6(4-6)
MAT	1102	Fundamentals of Algebra	3(3-0)
	or	or	
MAT	122	Basic Algebra II	5(5-0)
ENG	1102	Communication Skills	3(3-0)
AHR	1128	Automatic Controls	5(3-6)
BPR	1104	Blueprint Reading	2(1-2)
			19(14-14) or 21(16-14)
		3rd Quarter	
AHR	1123	Principles of Air Conditioning	10(5-15)
BPR	1116	Blueprint Reading-Air Conditioning	2(1-3)
PSY	1101	Human Relations	3(3-0)
			15 (9-18)
		4th Quarter	
AHR	1124	Air Conditioning & Refrigeration Servicing	5(3-6)
AHR	1126	All Year Comfort Systems	5(3-6)
MEC	1120	Duct Construction & Maintenance	5(3-6)
BUS	1103	Small Business Operations	3(3-0)
			18 (12-18)

CARPENTRY AND CABINET MAKING (Diploma)

Program Justification

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and powertools. The work must conform to local building codes for both residential and commercial structures.

Program Description

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He would have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Related Job Titles/Employment Possibilities

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, accoustical and insulating carpenter, and finish carpenter.

		1st Quarter	**Credits**
ENG	1101	Reading Improvement	4(4-0)
MAT	1101	Fundamentals of Mathematics I	4(4-0)
BPR	1110	Blueprint Reading: Building Trades	1(0-3)
CAR	1101	Carpentry	8(3-15)
ORI	100	Freshman Orientation	3(3-0)
			20(14-18)
		2nd Quarter	**Credits**
ENG	1101	Communication Skills	3(3-0)
MAT	1103	Geometry	3(3-0)
BPR	1111	Blueprint Reading & Sketching	1(0-3)
CAR	1102	Carpentry: Millwork & Cabinet Making	8(3-15)
			15(9-18)
		3rd Quarter	**Credits**
PSY	1101	Human Relations	3(3-0)
CAR	1113	Carpentry: Estimating	4(3-3)
CAR	1103	Carpentry: Framing	8(3-15)
			15(9-18)
		4th Quarter	**Credits**
CAR	1114	Building Codes	3(3-0)
BUS	1103	Small Business Operations	3(3-0)
CAR	1104	Carpentry: Finishing	9(3-18)
			15(9-18)

COSMETOLOGY
(Diploma)

Program Justification

The cosmetology field has grown in recent years. The chemical sophistication of cosmetics as well as the growing demand for cosmetological services for both sexes, has increased the need for trained cosmetology specialists.

Related Job Titles/Employment Possibilities

Cosmetologist, beautician, hairdresser, manicurist, beauty parlor operator

Program Description

Instruction is provided in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and hair styling. Graduates of the program are elgible to apply to the State Board of Cosmetics Arts to become a Registered Cosmetologist.

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
COS	1101	Introduction to Cosmetology	5(5-0)
COS	1102	Mannequin Practice	10(0-30)
			16(6-30)

		2nd Quarter	Credits
COS	1103	Basic Theory I	5(5-0)
COS	1104	Practical Skills I	9(0-27)
ENG	1101	Reading Improvement	3(3-0)
			17(8-27)

		3rd Quarter	Credits
COS	1105	Basic Theory II	5(5-0)
COS	1106	Practical Skills II	9(0-27)
BUS	220		
	or		
PSY	1101	Human Relations	3(3-0)
			17(8-27)

		4th Quarter	Credits
COS	1107	Salon Management	5(5-0)
COS	1108	Advanced Hairdressing	9(0-25)
			14(5-25)

		5th Quarter	Credits
COS	1199	Basic Skill Review	9(0-25)

ELECTRICAL ENGINEERING TECHNOLOGY
(Diploma)
or
(Associate in Applied Science)

Program Justification

Electricity has influenced the design of machines and controls for industry. It has increased manufacturing capabilities, and has provided for labor-saving devices in business, industry and home.

The explosion of technical knowledge within the last ten years has created a demand for competently trained technicians capable of applying electrical principles in today's complex industrial settings. It has also placed a demand upon educational institutions to adequately train technicians for jobs in the areas of research, design, development, production, maintenance, construction and sales.

Related Job Titles/Employment Possibilities

The graduate of the electrical program will be qualified to enter the electrical field where he will assist in the planning, layout, installation, check-out, and maintenance of electrical equipment in residential, commercial and industrial plants.

Electrical Installation & Maintenance
(Diploma)

		1st Quarter	Credits
ELC	112	Direct and Alternating Current	10(5-15)
MAT	121	Basic Algebra I	5(5-0)
RDG	101	Reading	3(3-0)
			18(13-15)

		2nd Quarter	Credits
ELC	113	AC/DC Machines and Controls	9(5-12)
MAT	122	Basic Algebra II	5(5-0)
ENG	1101	Reading Improvement	3(3-0)
ELN	101	Instruments and Measurements I	2(1-2)
			19(14-14)

		3rd Quarter	Credits
ELC	114	Residential Wiring	8(5-9)
ELN	102	Instruments and Measurements II	2(1-2)
ENG	1102	Communication Skills	3(3-0)
BUS	220	Human Relations	3(3-0)
BPR	110	Blueprint Reading & Sketching I	2(1-2)
			18(13-13)

		4th Quarter	Credits
ELC	115	Commercial and Industrial Wiring	9(5-12)
BUS	1103	Small Business Operations	3(3-0)
BPR	113	Blueprint Reading and Sketching II	2(1-2)
			14(9-14)

PLUMBING AND PIPEFITTING
(Diploma)

Program Justification

Plumbers are the craftsmen who install pipe systems which carry water, steam, air, or other liquids or gases needed for sanitation, heating, industrial production and various other uses. During the past decade there has been a steady increase in the demand for these Draftsmen. As building construction continues to increase this demand for plumbers will also increase.

Program Description

This curriculum in plumbing and heating is designed to train the individual to enter this occupation with the knowledge and basic skills that will enable him to perform effectively. Courses in plumbing practices and heating are included to provide practical experience as well as the theoretical information that one must know to advance and keep up - to - date with new innovations. Other courses in communication skills, physics, human relations and business operations are provided to assist the individual in occupational growth.

Related Job Titles/Employment Possibilities

Opportunities for plumbers and pipefitters may be found with plumbing and pipefitting contractors in new building construction. A substantial proportion of plumbers are self-employed or work for plumbing contractors doing repair, alteration, or modernization work. Some plumbers install and maintain pipe systems for government agencies and public utilities, and maintain pipe systems for government agencies and public utilities, and some work on the construction of ships and aircraft. Pipefitters, in particular, are employed as maintenance personnel in the petroleum, chemical, and food-processing industries.

		1st Quarter	Credits
ENG	1101	Reading Improvement	3(3-0)
PHY	1101	Applied Science I	4(3-2)
DFT	1110	Blueprint Reading: Building Trades	1(0-3)
MAT	1101	Fundamentals of Mathematics	4(4-0)
PLU	1110	Plumbing Pipework	6(3-9)
ORI	100	Freshman Orientation	1(1-0)
			19(14-14)

		2nd Quarter	Credits
ENG	1102	Communication Skills	3(3-0)
PHY	1102	Applied Science II	4(3-2)
DFT	1115	Blueprint Reading: Plumbing Trades	1(0-3)
PLU	1111	Domestic Water Systems	5(2-9)
PLU	1120	Low Pressure Steam Systems	4(2-6)
			17(10-20)

		3rd Quarter	Credits
PSY	1101	Human Relations	3(3-0)
PLU	1121	High Pressure Steam Systems	6(3-9)
WLD	1101	Basic Arc & Gas Welding	3(2-3)
PLU	1112	Installation of Plumbing Fixtures	6(3-9)
			18(11-21)

		4th Quarter	Credits
BUS	1103	Small Business Operations	3(3-0)
PLU	1126	Hydraulic Systems Plumbing	3(2-3)
PLU	1125	Industrial Piping	6(3-9)
PLU	1123	Hot Water and Panel Heating	5(3-6)
			17(11-18)

POTTERY PRODUCTION PROGRAM
(Diploma)

(Pending approval of State Board of Education.)

Program Justification

North Carolina's pottery making industry needs craftsmen producing quality work on a regular basis supplying the many craft-shops in Eastern North Carolina. This program will prepare pottery makers who can function effectively in the field of pottery production, and will provide upgrading to the North Carolina pottery making industry.

Program Description

A four quarter curriculum designed to prepare men and women for gainful employment or self-employment in pottery or pottery related fields. This curriculum takes the practical approach of correlating theoretical concepts of learning with manipulative skills. This is accomplished by integrating theory and skills into one practice of a manipulative nature.

Related Job Titles/Employment Possibilities

Craftsman, glazer, designer, mold-maker, slip-caster in Ceramic Industry.

		1st Quarter	**Credits**
ORI	100	Freshman Orientation	1(1-0)
ENG	1101	Reading Improvement	3(3-0)
CER	1101	Pottery I. Ceramic Materials Procedures & Techniques	14(8-18)
			18(12-18)

		2nd Quarter	**Credits**
ENG	1102	Communication Skills	3(3-0)
CER	1102	Pottery II. Ceramic Materials Procedures & Techniques	8(5-9)
CER	1105	Pottery Practicum I	5(0-15)
			16(8-24)

		3rd Quarter	**Credits**
BUS	1103	Small Business Operations	3(3-0)
CER	1103	Pottery III. Ceramic Materials Procedures & Techniques	8(5-9)
CER	1106	Pottery Practicum II	5(0-15)
			16(8-24)

		4th Quarter	**Credits**
CHEM	100	Introduction to Modern Chemistry	1(1-0)
CER	1104	Pottery IV. Ceramic Materials, Glaze Theory, Calculations, and Kiln Designs	8(5-9)
CER	1107	Pottery Practicum IIII	5(0-15)
		Elective (Humanities or Arts)	3(3-0)
			17(9-24)

PRACTICAL NURSING
(Diploma)

Program Justification

The health-care field has expanded greatly in the last few years. The nursing profession is an integral part of the health-care field and is demanding para-professional as well as professional (registered) nurses.

Related Jobs/Employment Possibilities

Practical Nurse. The practical nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and in some localities, public health facilities. In all situations the practical nurse functions under supervision of a registered nurse and-or licensed physician. The practical nurse may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Program Description

The Practical Nursing program is accredited by the North Carolina Board of Nursing. Graduates of this program will be eligible to take the State Board Test Pool Licensing Examination for registration as a Practical Nurse.

		1st Quarter	**Credits**
ORI	100	Freshman Orientation	1(1-0)
NUR	1101	Fundamentals of Practical Nursing I	9(7-6)
NUR	1110	Anatomy and Physiology	5(5-0)
NUR	1111	Nutrition	5(5-0)
ENG	1103	Language Skills: Practical Nursing	5(5-0)
			25(23-6)

		2nd Quarter	**Credits**
NUR	1102	Fundamentals of Practical Nursing	6(5-3)
NUR	1112	Maternity Nursing	7(5-6)
NUR	1103	Medical-Surgical Nursing I	6(4-6)
			19(14-15)

		3rd Quarter	**Credits**
NUR	1104	Medical-Surgical Nursing II	8(5-9)
NUR	1114	Pediatric Nursing	7(4-9)
NUR	1115	Pharmacology I	4(4-0)
			19(13-18)

		4th Quarter	**Credits**
NUR	1116	Pharmacology II	4(4-0)
NUR	1105	Medical-Surgical Nursing III	14(6-24)
			18(10-24)

Pre-requisite: Student must successfully pass all nursing courses each quarter before registering for the next quarter.

PRACTICAL RADIO AND TELEVISION REPAIR
(Diploma)

Program Justification

Television and/or radios exist in just about every American home today. This makes it imperative to have trained radio and television technicians to maintain and repair radio and television equipment.

Related Job Titles/Employment Possibilities

Radio and/or television repairman

Program Description

The curriculum provides training in testing and trouble-shooting circuitry, installing of replacement parts, and performing routine service operations. Additionally, the student is acquainted with the fundamentals of electronic theory.

		1st Quarter	**Credits**
ORI	100	Freshman Orientation	1(1-0)
ELN	1104	Fundamentals of Electronics I	5(3-4)

		2nd Quarter	**Credits**
ELN	1105	Fundamentals of Electronics II	4(2-4)

		3rd Quarter	**Credits**
ELN	1106	Amplifer Systems and Servicing	4(2-4)

		4th Quarter	**Credits**
ELN	1107	Practical Radio Servicing	4(2-4)

		5th Quarter	**Credits**
ELN	1115	Television Receiver Circuits and Servicing I	4(2-4)

		6th Quarter	**Credits**
ELN	1116	Television Receiver Circuits and Servicing II	4(2-4)

WELDING
(Diploma)

Program Justification

Welding, the joining together of metals, is an essential component in a wide range of industries. A competitive job market is demanding well-trained persons in all the trade areas, including welding.

Related Job Titles/Employment Possibilities

Welder; pipe-welder; welder fitter; specialist welder; welding supervisor; welding analyst; inspector; welding foreman; welder; welding positions in industries such as shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe-fitting, production shop and job shop.

Program Description

The program emphasizes the development of a high degree of skill in various types of welding, including arc, gas and resistance welding. Additionally, a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blue-print reading is stressed in the welding program.

		1st Quarter	**Credits**
ORI	100	Freshman Orientation	1(1-0)
WLD	1120	Oxyacetylene Welding and Cutting	8(3-15)
MAT	1101	Fundamentals of Mathematics I	4(4-0)
BPR	1104	Blueprint Reading: Mechanical I	2(1-2)
PHY	1101	Applied Science I	4(3-2)
ENG	1101	Reading Improvement	3(3-0)
			22(15-19)

		2nd Quarter	**Credits**
WLD	1121	Arc Welding	8(3-15)
MAT	1103	Geometry	3(3-0)
BPR	1117	Blueprint Reading: Welding	2(1-2)
PHY	1102	Applied Science II	4(3-2)
ENG	1102	Communication Skills	3(3-0)
			20(13-19)

		3rd Quarter	**Credits**
WLD	1124	Pipe Welding	7(3-12)
WLD	1123	Inert Gas Welding	5(2-9)
BPR	1118	Pattern Development and Sketching	2(1-2)
PSY or BUS	1101 220	Human Relations	3(3-0)
			17(9-23)

		4th Quarter	**Credits**
WLD	1122	Commercial and Industrial Practices	8(3-15)
WLD	1125	Certification Practices	6(3-9)
BUS	1103	Small Business Operations	3(3-0)
			17(9-24)

AGRICULTURE SCIENCE
(Associate in Applied Science)

Program Justification

Rapid social and technological change has resulted in many technical changes in agriculture. This curriculum allows the student to continue farming and at the same time, update his knowledge of agriculture and other relevant skills. The importance of this program in a rural, primarily agricultural economy cannot be overstressed.

Program Description

This curriculum is designed to develop the basic skills that are needed to operate and manage a successful farm operation. Emphasis is placed on the student's abilities to put into practice on the farm skills learned in classes or laboratories.

The increasing need for sophisticated farm methods and increased capital requirements demand an efficient and economical farm operation.

Curriculum courses will be taught at specific times to permit the student to operate his farm while attending college. This is accomplished by the summer and spring quarters being taught at night, while the fall and winter quarters are taught during the day.

1st Year
Fall Quarter

		Credits
ORI 100	Freshman Orientation	1 (1-0)
AGR 114	Farm Electricity	3 (2-3)
AGR 145	Farm Marketing	3 (2-3)
AGR 123	Horticultore	3 (2-3)
RDG 101	Reading	3 (3-0)
AGR 160	Farm Service Agency	3 (3-0)
		16(13-9)

Winter Quarter

		Credits
PHS 103	Physical Science	4 (3-2)
FOR 105	Soil Science	3 (2-3)
FOR 205	General Construction	5 (3-6)
AGR 163	Seed Production	2 (2-0)
		14 (10-11)

Spring Quarter
(Night Schedule)

		Credits
AGR 155	Tobacco Production	3 (3-0)
AGR 146	Soybean & Corn Production	3 (3-0)
MAT 191	Metric System	1 (1-0)
AGR 147	Fertilizer & Lime	3 (2-2)
AGR 157	Agriculture Calculation	3 (3-0)
		13 (12-2)

Summer Quarter

		Credits
AGR 170	Farm Cooperative Experience	4 (0-40)
AGR 175	Farm Records	4 (1-6)
AGR 176	Farm Business Management	4 (1-6)
		12 (2-52)

2nd Year
Fall Quarter

		Credits
ENG 101	Freshman English	3 (3-0)
AGR 199	Farm Forest Management	3 (3-0)
AGR 209	Beef & Swine Production	3 (3-0)
AGR 156	Welding	3 (2-3)
BUS 220	Human Relations	3 (3-0)
AGR 200	Small Engine Mechanics	4 (2-4)
		19 (16-7)

Winter Quarter

		Credits
ENG 161	Speech Communications	3 (3-0)
AGR 208	Feeds & Feeding	3 (3-0)
AGR 133	Farm Plumbing	3 (2-3)
AGR 101	Farm Tractors Repair I	3 (2-3)
AGR 203	Farm Taxes	3 (3-0)
		15 (13-6)

Spring Quarter
(Night Schedule)

		Credits
AGR 204	Farm Insurance	3 (3-0)
AGR 137	Home Appliance Repair	3 (2-3)
AGR 205	Pesticides	3 (3-0)
AGR 206	Farm Safety	1 (1-0)
AGR 207	Agriculture Law	3 (3-0)
		13 (12-3)

BASIC BUSINESS ADMINISTRATION
(Associate in Applied Science)

PROGRAM JUSTIFICATION

Business is becoming increasingly complex. The uncertain economy is demanding more and more that persons entering related areas are highly trained and skilled.

RELATED JOB TITLES/EMPLOYMENT POSSIBILITIES

Employment possibilities exist in areas of business management, retailing, economics, and finance.

PROGRAM DESCRIPTION

The Basic Business Administration program is designed to meet the requirements of those students who plan to enter the fields of management finance, accounting or economics.

1st Quarter

			Credits
ORI	100	Freshman Orientation	1(1-0)
ENG	101	Freshman English	3(3-0)
RDG	101	Reading	3(3-0)
BUS	101	Typewriting	3(1-4)
PED	101	Physical Fitness	1(0-2)
BUS	105	Introduction to Business	5(5-0)
			16(13-6)

2nd Quarter

			Credits
BUS	106	Business Law I	3(3-0)
BUS	141	Business Mathematics I	3(3-0)
PED	–	100 Level PE	1(0-2)
ENG	102	Freshman English	3(3-0)
BUS	124	Business Finance	3(3-0)
		Elective (free)	3(3-0)
			16(15-2)

3rd Quarter

			Credits
PED	–	100 Level PE	1(0-2)
BUS	107	Business Law II	3(3-0)
BUS	130	Introduction to Data Processing Systems	5(4-2)
BUS	142	Business Mathematics	3(3-0)
BUS	116	Office Machines	5(3-4)
			17(9-7)

4th Quarter

			Credits
BUS	111 or	Principles of Accounting	
BUS	114	Secretarial Accounting I	4(3-2)
BUS	221	Economic Principles	5(5-0)
BUS	219	Business Communications	3(3-0)
BUS	247	Business Insurance	3(3-0)
BUS	238	Marketing	3(3-0)
			18(17-2)

5th Quarter

			Credits
BUS	112 or	Principles of Accounting	
BUS	115	Secretarial Accounting II	4(3-2)
BUS	222	Economic Principles II	5(5-0)
BUS	231	Fundamentals of Management I	3(3-0)
BUS	229	Personal Taxes	3(3-0)
			15(14-2)

6th Quarter

			Credits
BUS	113 or	Principles of Accounting	4(3-2)
BUS	Elective		
BUS	232	Fundamentals of Management II	3(3-0)
BUS	220	Human Relations in Business	3(3-0)
		Elective (Humanities, Social Science or Behavorial Science	5(5-0)
			15(14-2)

total credit hours 96

Criminial Justice
(Associate in Applied Science)

PROGRAM JUSTIFICATION

Social change is occurring very rapidly today. Perhaps more than any other public servant, the law enforcement officer must remain updated on the ramifications of social change with regard to how human behavior and human institutions are affected by it. To function effectively, the law enforcement officer must be properly trained in legal doctrine and psychologically prepared for the situations he/she encounters.

RELATED JOB TITLES/EMPLOYMENT POSSIBILITIES

Law enforcement officer; policeman; law enforcement positions within state and federal agencies, municipal agencies, and industry.

PROGRAM DESCRIPTION

The program is designed to develop the proper skills necessary to function effectively as a law enforcement officer, as well as to develop and enhance certain attitudes. Communications and human relations are emphasized. The student has the choice of three options. **(Core Courses)**

		1st Quarter	**Credits**
ORI	100	Freshman Orientation	1(1-0)
RDG	101	Reading	3(3-0)
ENG	101	Freshmen English	3(3-0)
CJC	101	Introduction to Criminal Justice	5(5-0)
CJC	102	Criminal Law I	3(3-0)
		Lab Science Elective	4(3-2)
			19(18-2)

		2nd Quarter	**Credits**
ENG	102	Freshman English	3(3-0)
CJC	103	Criminal Procedure	3(3-0)
CJC	104	Introduction to Criminology	5(5-0)
CJC	105	Criminal Evidence	3(3-0)
SOC	201	Introduction to Sociology	5(5-0)
			19(19-0)

		3rd Quarter	**Credits**
ENG	161	Fund. of Speech Comm.	3(3-0)
	or		
ENG	103	Freshman English	3(3-0)
CJC	107	Applied Police Psychology	3(3-0)
CJC	108	Criminal Law II	3(3-0)
POL	201	American Federal Gov.	5(5-0)
PSY	201	Introduction to Psychology	5(5-0)
			22(22-0)

(Law Enforcement Option)

		4th Quarter	**Credits**
CJC	206	Technical Report Writing	3(3-0)
CJC	200	Motor Vehicle Laws	3(3-0)
CJC	201	Organization and Admin.	5(5-0)
CJC	202	Intro. to Criminalistics	5(5-0)
CJC	203	Interviews and Interrogations	3(3-0)
			19(19-0)

		5th Quarter	**Credits**
HED	206	First Aid and Safety	3(3-0)
CJC	204	Police Supervision	3(3-0)
CJC	205	Identification Techniques	4(4-0)
POL	202	American State and Local Govt.	5(5-0)
BUS	141	Business Math	3(3-0)
			18(18-0)

		6th Quarter	**Credits**
CJC	207	Police Science Photo.	4(3-2)
CJC	208	Criminal Invesigation	5(5-0)
CJC	209	Forensic Science	4(4-0)
CJC	106	Community Relations	3(3-0)
		Elective (free)	3(3-0)
			19(18-2)

(Correction Option)

		4th Quarter	**Credits**
CJC	206	Technical Report Writing	3(3-0)
CJC	211	Corrections, Administration, and Organization	5(5-0)
SOC	225	Social Problems	5(5-0)
PSY	203	Abnormal Psychology	5(5-0)
			18(18-0)

		5th Quarter	**Credits**
CJC	212	Correction	5(5-0)
POL	202	Amer. State & Local Govt.	5(5-0)
CJC	213	Confinement Facilities Adm.	3(3-0)
CJC	214	Corrections Law	3(3-0)
CJC	215	Counseling	3(3-0)
BUS	141	Business Math	3(3-0)
			22(22-0)

		6th Quarter	**Credits**
CJC	217	Corrections Counseling	5(4-2)
CJC	218	Paroles, Probation, Pardons	3(3-0)
CJC	219	Rehabilitation	3(3-0)
CJC	220	Mental Retardation	3(3-0)
BUS	220	Human Relations	3(3-0)
CJC	216	Community Based Cor.	3(3-0)
			20(19-2)

		Electives	**Credits**
CJC	232	Self-Defense-Forms and Positions	2(0-6)
CJC	233	Control Methods in Self-Defense	2(0-6)
CJC	234	Control Methods in Self-Defense	2(0-6)
CJC	235	Control Methods in Self-Defense	2(0-6)
			8(0-24)

ELECTRICAL ENGINEERING TECHNOLOGY
(Diploma)
or
(Associate in Applied Science)

Program Justification

Electricity has influenced the design of machines and controls for industry. It has increased manufacturing capabilities, and had provided for labor-saving devices in business, industry and home.

The explosion of technical knowledge within the last ten years has created a demand for competently trained technicians capable of applying electrical principles in today's complex industrial settings. It has also placed a demand upon educational institutions to adequately train technicians for jobs in the areas of research, design, development, production, maintenance, construction and sales.

Related Job Titles/Employment Possibilities

The graduate of the electrical program will be qualified to enter the electrical field where he will assist in the planning, layout, installation, check-out, and maintenance of electrical equipment in residential, commercial and industrial plants.

Program Description

This is not pre-engineering curriculum. It is organized to provide a basis for entry into a variety of occupations in the electrical and electronic field. The fundamentals of electricity including wiring installations, electrical circuits, the measurement of voltage, current power and power factor of single and polyphase alternating circuits are covered. Additionally, a background in motor and motor control systems, industrial and electronic control system, business procedures, business organization and business practices, mathematical and communications skills is presented. The program utilizes the "career-ladder" approach. The student may receive a Diploma with the completion of the first four quarters.

With the completion of the 5th, 6th, and 7th quarters the student may receive an Associate in Applied Science degree. These last three quarters are flexible and with permission from the occupational dean and the student's advisor, electives may be taken instead of some courses.

ELECTRICAL ENGINEERING TECHNOLOGY
(Associate in Applied Science)

		1st Quarter	**Credits**
ELC	112	Direct and Alternating Current	10(5-15)
MAT	121	Basic Algebra I	5(5-0)
RDG	101	Reading	3(3-0)
			18(13-15)

		2nd Quarter	**Credits**
ELC	113	AD/DC Machines and Controls	9(5-12)
ELN	101	Instruments and Measurements I	2(1-2)
MAT	122	Basic Algebra II	5(5-0)
ENG	151	Voice and Diction	3(3-0)
			19(14-14)

		3rd Quarter	**Credits**
ELN	108	Industrial Electronics I	5(3-6)
ELN	102	Instruments and Measurements II	2(1-2)
MAT	123	Electronic Math I	5(5-0)
ENG	161	Fundamentals of Speech Communications	3(3-0)
BPR	110	Blueprint Reading and Sketching I	2(1-2)
			17(13-10)

		4th Quarter	**Credits**
ELN	109	Industrial Electronics II	5(3-6)
BPR	113	Blueprint Reading and Sketching II	2(1-2)
BUS	235	Small Business Management	3(3-0)
ENG	101	Freshman English	3(3-0)
			13(10-8)

		5th Quarter	**Credits**
ELC	215	Electrical Machines	4(2-5)
ELN	105	Control Devices	7(5-4)
MAT	221	Electronic Math II	5(5-0)
		Elective 3 or 5 Soc/Sci/Humanities	3-5(5 or 3)
			19-21(17-9)

		6th Quarter	**Credits**
ELC	225	Elect. Controls & Circuits	6(3-9)
ELN	220	Electronic Sys.	7(5-4)
ENG	102	Freshman English	3(3-0)
		Elective 3 or 5 Soc/Sci/Humanities	3-5(5 or 3)
			19-21(16-13)

		7th Quarter	**Credits**
ELC	235	Planning Electrical Installations	5(3-6)
ENG	104	Technical Writing	3(3-0)
		Elective Soc/Sci/Humanities	5(5-0)
			13(11-6)

FOREST MANAGEMENT TECHNOLOGY
(Associate in Applied Science)
(Pending approval of State Board of Education.)

Program Justification

Forestry is a broad scientific field in which there have been many technological advances in recent years. This has created a need for a new type of resource person who possesses the necessary understanding of forest management principles and theory. Perhaps more important, this person must also have the practical ability to apply principles and theories economically in a forest setting. As land management continues to become more intensive, the need for forest technicians continues to grow. Graduates of this program will be trained to assist professional foresters in meeting this need.

Related Job Titles/Employment Possibilities

Job opportunities may be found in federal, state, and private agencies, such as the U.S. Forest Service, various state forestry agencies and large private industries. Opportunities also exist with forestry consulting firms.

Program Description

This program is designed to train the student to work with professional foresters and others in properly managing forest land areas for the many renewable resources such as timber, wildlife, pure air and water, and recreation.

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ENG	101	Freshman English	3(3-0)
RDG	101	College Reading	3(3-0)
FOR	103	Woodsmanship and Camping	3(2-3)
FOR	101	Introduction to Forestry	3(3-0)
REC	101	Outdoor Recreation	3(3-0)
			16(15-3)

		2nd Quarter	Credits
FOR	105	Soil Science	3(2-3)
BIO	202	Botany II	4(3-2)
BUS	220	Human Relations	3(3-0)
DFT	101	Technical Drafting I	2(1-2)
ENG	102	Freshman English	3(3-0)
BUS	106	Business Law I	3(3-0)
			18(15-7)

		3rd Quarter	Credits
FOR	107	Plant Identification	4(2-4)
ENG	161	Fundamentals of Speech Communications	3(3-0)
CIV	101	Surveying	5(3-6)
MAT	115	Math for Foresters	3(3-0)
FOR	121	Forest Tree Measurements	3(2-3)
			18(13-13)

		4th Quarter	Credits
ENG	104	Technical Report Writing	3(3-0)
FOR	221	Applied Silviculture	3(2-3)
FOR	222	Forest Mensuration	3(2-3)
FOR	225	Forest Entomology and Pathology	3(2-3)
FOR	226	Forest Equipment	4(3-3)
BUS	233	Personnel Management	3(3-0)
			19(15-12)

		5th Quarter	Credits
WLF	206	Wildlife Science	4(3-3)
FOR	205	General Construction	5(3-6)
AGR	201	Agricultural Economics	3(3-0)
		Social Science Elective	5(5-0)
			17(14-9)

		6th Quarter	Credits
FOR	227	Forest Aerial Photography	4(2-5)
FOR	228	Logging and Marketing	4(2-5)
FOR	229	Forest Fire Control	3(2-3)
		Elective (Free)	3(3-0)
		Recreation Elective	3(3-0)
			17(12-13)

		7th Quarter	Credits
FOR	170	Supervised Work Experience (to be taken during the student's 2nd Fall or Spring quarter, or by permission of instructor)	5(0-40)

Total Credit Hours.....97 or 101

GENERAL OFFICE TECHNOLOGY
(Associate in Applied Science)

PROGRAM JUSTIFICATION

The field of business is becoming increasingly complex. More and more skilled and trained persons are required in the business field.

RELATED JOB TITLES/EMPLOYMENT POSSIBILITIES

Clerk typists, receptionists, filing clerks, records operators, duplicating machine operators, reproduction typists, transcribing machine operators, and various civil services positions.

PROGRAM DESCRIPTION

The General Office Technology program is designed especially for those students who have no aptitude nor taste for shorthand but who desire to work in offices.

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
RDG	101	Reading	3(3-0)
BUS	101	Typewriting	3(1-4)
PED	101	Physical Fitness	1(0-2)
BUS	105	Introduction to Business	5(5-0)
BUS	141	Business Mathematics	3(3-0)
			16(13-6)

		2nd Quarter	Credits
BUS	106	Business Law	3(3-0)
ENG	101	Freshman English	3(3-0)
BUS	102	Typewriting	3(1-4)
PED	—	100 Level PE	1(0-2)
BUS	116	Office Machines	5(3-4)
		*Elective (free)	3(3-0)
			18(10-11)

		3rd Quarter	Credits
ENG	102	Freshman English	3(3-0)
BUS	170	Personal Economics	3(3-0)
BUS	103	Typewriting	3(1-4)
ENG	161	Fundamentals of Speech Communications	3(3-0)
PED	—	100 Level PE	1(0-2)
		*Elective (free)	3 or 5 (3 or 5)
			16(13-6) or 18(15-6)

		4th Quarter	Credits
BUS	130	Introduction to Data Processing Systems	5(4-2)
BUS	219	Business Communications	3(3-0)
BUS	104	Typewriting	3(1-4)
BUS	114	Secretarial Accounting I	4(3-2)
		*Elective (free)	3 or 5 (3 or 5)
			18(14-8) or 20(16-8)

		5th Quarter	Credits
BUS	213	Office Procedures	5(5-0)
BUS	115	Secretarial Accounting II	4(3-2)
BUS	118	Machine Transcription I	3(1-4)
BUS	260	Business Filing	3(1-2)
			15(10-8)

		6th Quarter	Credits
BUS	255	Key Punch	3(1-4)
BUS	119	Machine Transcription II	3(1-4)
BUS	220	Human Relations	3(3-0)
		*Elective (free)	5(5-0)
			14(10-8)

*One of these electives must be a five-credit hour approved humanities.

NURSING
(Associate in Applied Science)

PROGRAM JUSTIFICATION

The health care field has expanded greatly in the last few years. The nursing profession is an integral part of the health-care field and is demanding highly trained professionals with theoretical knowledge as well as practical experience.

RELATED JOB TITLES/EMPLOYMENT POSSIBILITIES

Registered Nurses. Graduates of this program are prepared to give patient-centered nursing care in beginning general duty nurse positions.

PROGRAM DESCRIPTION

The Associate Degree in Nursing can be completed in two years or three years at Southeastern. The average student might find it to her/his advantage to take related subjects in the first year and, having completed these courses with a "C" or better, to apply for the Nursing Program for the second and third year. Students in the program are provided practical nursing experience by Southeastern General Hospital in Lumberton as well as other community health facilities.

NOTE: Nursing students must successfully pass all nursing courses each quarter before registering for the next quarter.

		1st Quarter	**Credits**
ORI	100	Freshman Orientation	1(1-0)
PED	101	Physical Fitness	1(0-2)
RDG	101	Reading	3(3-0)
ENG	101	Freshman English	3(3-0)
NUR	111	Nursing Fundamentals I	5(3-2-6)
BIO	204	Anatomy & Physiology	5(4-2)
CHM	151	Chemistry for Allied Health	3(2-2)
MAT	161	Math for Nurses	1(2-0)
			22(18-12)

		2nd Quarter	**Credits**
ENG	102	Freshman English	3(3-0)
PSY	201	Intro. to Psychology	5(5-0)
NUR	112	Nursing Fundamentals II	8(4-2-6)
BIO	205	Anatomy & Physiology	5(4-2)
			21(16-8)

		3rd Quarter	**Credits**
ENG	103	Freshman English	
or		or	
ENG	161	Fund. of Communication	3(3-0)
BIO	206	Anatomy & Physiology	5(4-2)
NUR	113	Medical and Surgical Nursing I	9(5-12)
NUR	114	Human Growth & Development	2(0-2)
			19(14-14)

		4th Quarter	**Credits**
NUR	115	Psychiatric & Mental Health	5(3-6)

		5th Quarter	**Credits**
SOC	201	Intro. to Sociology	5(5-0)
NUR	201	Nursing	9(4-12)
NUR	210	Concepts of Nursing Practice I	2(2-0)
BIO	207	Microbiology	3(2-2)
			19(13-14)

		6th Quarter	**Credits**
NUR	202	Nursing	9(5-12)
NUR	211	Concepts of Nursing Practice II	3(3-0)
		Electives	3-5(3 or 5)
			15(11-12)
			or
			17(11-12)

		7th Quarter	**Credits**
NUR	203	Nursing	9(5-12)
NUR	212	Concepts of Nursing Practice III	3(3-0)
			12(7-12)

OUTDOOR RECREATION RESOURCES
(Associate in Applied Science)

PROGRAM JUSTIFICATION

Since the close of WWII there has been a constant increase in the U.S. of recreational activities. Although many forms of recreational programs have been available, forest recreation continues to grow in popularity at an ever increasing rate. Many factors contribute to this. Perhaps the desire to get away from city life and crowded conditions, as well as the awakening of the pioneer instinct has caused increasing numbers of Americans to turn to the forest for recreation.

RELATED JOB TITLES/EMPLOYMENT POSSIBILITIES

Graduates should be prepared to seek employment with the U.S. Forest Service, the U.S. Park Service, with State and local park systems as well as private organizations who have large forest landholdings or complex camping sites.

PROGRAM DESCRIPTION

The outdoor recreation curriculum is designed to prepare students to enter into this rapidly expanding field under the guidance of professionals. These technicians will be prepared not only to lay out campsites in undeveloped, rustic areas, but will also be able to plan and lay out modern facilities in highly developed areas. They will also be trained to lead groups in various recreational activities such as hiking, canoeing, camping, etc. The program also emphasizes the forest as an ecological system and the role of man in this ecological system.

		1st Quarter	**Credits**
ORI	100	Freshman Orientation	1(1-0)
RDG	101	Reading	3(3-0)
ENG	101	Freshman English	3(3-0)
FOR	103	Woodsmanship & Camping	3(2-3)
FOR	101	Introduction to Forestry	3(3-0)
FOR	102	Forest Botany & Ecology	5(4-3)
REC	101	Outdoor Recreation Elective	3(3-0)
			19(18-3)

		2nd Quarter	**Credits**
ENG	102	Freshman English	3(3-0)
DFT	101	Technical Drafting 1	2(2-1)
FOR	105	Soil Science	3(2-3)
REC	200	Recreation for Special Populations	3(3-0)
BUS	220	Human Relations	3(3-0)
BIO	202	Botany II	4(3-2)
			18(16-6)

		3rd Quarter	**Credits**
ENG	161	Fund. of Speech Comm.	3(3-0)
REC	110	Interpreting Our National Heritage	3(2-3)
FOR	107	Plant Identification	4(2-4)
CIV	101	Surveying	5(3-6)
MAT	115	Math for Foresters	3(3-0)
			18(13-13)

		4th Quarter	**Credits**
ENG	104	Technical Report Writing	3(3-0)
ANT	120	Anthropology	5(5-0)
REC	201	Park Main. & Operation I	5(3-4)
HOR	204	Horticulture	3(2-3)
FOR	221	Applied Silviculture	3(2-3)
			19(15-10)

		5th Quarter	**Credits**
REC	202	Park Main. & Operations II	5(5-0)
FOR	205	General Construction	5(3-6)
WLF	206	Wildlife Science	4(3-3)
REC	207	Aquatic Management	3(3-0)
		Elective (free)	3(3-0)
			20(17-9)

		6th Quarter	**Credits**
REC	203	Park Main. & Operations III	5(3-4)
REC	209	Facility & Site Planning	5(3-6)
REC	206	Programming for Recreation	3(3-0)
		Elective (free)	3(3-0)
			16(12-10)
REC	170	Field Training in Outdoor Recreation	5(0-40)

SECRETARIAL TECHNOLOGY
(Associate in Applied Science)

PROGRAM JUSTIFICATION

Business is becoming increasingly complex. The uncertain economy is demanding more and more that persons entering business related areas are highly trained and skilled.

RELATED JOB TITLES/EMPLOYMENT POSSIBILITIES

Secretary, executive secretary, stenographers, administrative assistant, director of secretarial pool.

Program Description

The Secretarial Technology Program is designed to provide students with secretarial, administrative and management skills.

		1st Quarter	**Credits**
ORI	100	Freshman Orientation	1(1-0)
RDG	101	Reading	3(3-0)
BUS	105	Introduction to Business	5(5-0)
BUS	101	Typewriting	3(1-4)
BUS	108	Beginning Shorthand	4(3-2)
PED	101	Physical Fitness	1(0-2)
			17(13-8)

		2nd Quarter	**Credits**
ENG	101	Freshman English	3(3-0)
BUS	102	Typewriting	3(1-4)
BUS	106	Business Law	3(3-0)
BUS	109	Intermediate Shorthand	4(3-2)
BUS	141	Business Mathematics I	3(3-0)
PED	–	100 Level PE	1(0-2)
			17(13-8)

		3rd Quarter	**Credits**
ENG	102	Freshman English	3(3-0)
BUS	103	Typewriting	3(1-4)
BUS	116	Office Machines	5(3-4)
BUS	110	Advanced Shorthand	4(3-2)
PED	–	100 Level PE	1(0-2)
			16(7-13)

		4th Quarter	**Credits**
BUS	104	Typewriting	3(1-4)
BUS	114	Secretarial Accounting I	4(3-2)
BUS	170	Personal Economics	3(3-0)
BUS	206	Dictation & Transcription I	4(3-2)
BUS	219	Business Communications	3(3-0)
			17(13-8)

		5th Quarter	**Credits**
BUS	115	Secretarial Accounting II	4(3-2)
BUS	118	Machine Transcription I	3(1-4)
BUS	207	Dictation & Transcription II	4(3-2)
BUS	260	Business Filing	3(1-2)
			14(8-10)

		6th Quarter	**Credits**
BUS	213	Office Procedures	5(5-0)
BUS	220	Human Relations	3(3-0)
BUS	208	Dictation & Transcription III	4(3-2)
		Elective (Humanities, Social or Behavioral Sciences)	5(5-0)
			17(16-2)
Total			98

ASSOCIATE DEGREE PROGRAM FOR VOCATIONAL INSTRUCTORS
(Associate in Applied Science)

PROGRAM JUSTIFICATION

This program provides additional training for persons who already have developed a skill, trade or technical specialty who desire to teach their specialty or to pursue a degree.

RELATED JOB TITLES/EMPLOYMENT POSSIBILITIES

Successful graduates of the program may find employment in public high schools, in the community colleges and technical institutes' occupational programs.

PROGRAM DESCRIPTION

This program is unique in its design in that it allows credit for previous training, experience, and formal study. Credit will be awarded as follows:

1. A. Twenty-four credit hours for full-time trade school, 12 months (1440 hours) in one special skilled area certified by diploma or letter by trade school officials; maximum 24 credit hours.

   and/or

   B. One credit hour per 60 hours of full-time trade instruction for programs of less than one year duration. Certified by diploma or letter by trade school officials; maximum eight credit hours.

2. One credit hour per forty hours of special short course instruction in a company sponsored school. Certified by diploma, certificate or letter by company school. Maximum five credit hours.

3. Five credit hours for each full year of employment in a teaching situation. Teaching must be the primary responsibility of employment. Maximum ten credit hours.

4. Two credit hours for each full year of employment in the specialty occupation qualified to teach. Maximum ten credit hours.

The maximum number of hours awarded for specialty skills toward an Associate in Applied Science Degree is forty-eight credit hours.

A minimum of fifty-six credit hours must be earned through course work at Southeastern Community College or another recognized college program. In order to earn an Associate in Applied Science Degree at Southeastern, the general education requirements must be met.

A program of study should be prepared for each individual vocational instructor or potential instructor who makes application for the program. As an example, individual differences may dictate the nature of the science courses or math courses needed by that instructor. The Dean of Occupational Education will serve as advisor to students enrolled in the Vocational Instructor Program.

General Education Requirements for the Associated in Applied Science Degree for Vocational Instructors

			Credit Hours
ENGLISH			9
	ENG	101, 102	Freshman English
	ENG	161	Fund. of Speech Communication
HUMANITIES			5
	ART	110	Fundamentals of Design
	ART	201	History I
	ART	202	History II
	ART	203	History III
	ART	210	Painting Processes
	HUM	201	Unified Humanities
	HUM	202	Unified Humanities
	MUS	105	Music Appreciation
	PHI	201	Introduction to Philosophy

Requirement may be met by completing one of the above courses or two courses from ENG 201-202-203.

SOCIAL SCIENCES			5
(Requirement may be met by completing one of the following courses.)			
	SOC	201	Introduction to Sociology
	SOC	202	Marriage and the Family
	POL	201	American Federal Gov.
	POL	202	American State and Local Government
SCIENCE			12
(Requirement may be met by completing one of the sequences below.)			
	PHY	201, 202, 203	General Physics
	or		
	CHM	101, 102, 103	General Chemistry
	or		
	PHS	101, 102, 103	Physical Science
MATHEMATICS			9-10
(Requirement may be met by completing one of the sequences listed below.)			
	MAT	101, 102, 103	Foundations of Math.
	or		
	MAT	112, 113	College Algebra and Trigonometry
VOCATIONAL EDUCATION			15
	EDU	230	Intro. to Industrial Ed.
	EDU	240	Methods of Teaching Industrial Subjects
	EDU	250	Instructional Media

The following is a list of courses approved as elective courses to complete the Associate of Applied Science Degree for Vocational Instructors who are granted less than forty-eight quarter hours of credit from previous experience

BUS	101	Typewriting
BUS	102	Typewriting
EDU	201	Introduction to Education
EDU	202	Social Foundations of Education
EDU	260	History & Philosphy of Industrial & Technical Education
ENG	103	Freshman English
ENG	201	English Literature
ENG	205	American Literature
PHI	201	Introduction to Philosophy
PSY	201	Introduction to Psychology
PSY	205	Educational Psychology
HED	201	Personal and Community Health

CHILD DEVELOPMENT PROGRAM
(Diploma)
or
(Associate in Applied Science)

Program Justification

Recent research has reemphasized the importance of fostering maximum learning and development during the early years of life. After all, ages 0-5 are the building block years for a child. In the pre-school years personality is developed, physical growth is great, and the learning of basic concepts is extremely important. To maximize the child's early development it is essential to have trained persons to teach and to create an exciting child-centered environment in which the child can learn and explore.

Related Job Titles/Employment Possibilities

Persons graduating from the child development program may be employed in day care centers, child-development centers, and private or home operations.

Program Description

The child development program takes place mainly in Southeastern's laboratory observation school for pre-schoolers. Here the student learns both the physical and psychological characteristics of the pre-school child, as well as learns from practical experience how to be an effective adult in a pre-school program. The program is designed according to a "career ladder" approach; the student who chooses to obtain a one-year diploma degree will take the first three quarters as listed in the curriculum below, plus a CDE III Internship in Child Development. Students wishing to go on with Child Development may add the other 3 quarters required in order to obtain an Associate in Applied Science Degree in the field.

CHILD DEVELOPMENT
(Diploma)
Child Care Worker

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ENG	1101	Reading Improvement	3(3-0)
CDE	101	Observation and Recording	3(3-2)
CDE	102	Rhymthic Activities and Creative Expression	4(3-3)
CDE	103	Child Development: Conception to Age Six	3(3-0)
CDE	104	Foods for Children	4(3-2)
			18(16-7)

		2nd Quarter	Credits
ENG	1102	Communication Skills	3(3-0)
CDE	105	Preschool Education	5(3-6)
CDE	106	Science for the Preschooler	4(3-2)
CDE	107	Parent Education	2(2-0)
MUS	106	Music for the Preschooler	4(3-3)
			18(14-11)

		3rd Quarter	Credits
CDE	108	Preschool Practicum	5(3-5)
CDE	109	Motor Development:	3(2-3)
CDE	110	Creative Activity	4(3-2)
EDU	101	Math for the Preschooler	4(3-2)
MUS	107	Music for the Preschooler	4(3-3)
			20(14-15)

Any student interested in a Certificate Program may withdraw at the end of the above three quarters and upon completion of these receive a certificate.

		4th Quarter	Credits
CDE	111	Literature for Children	3(3-0)
CDE	112	Child Guidance	3(3-0)
HED	206	First Aid and Safety	3(3-0)
SOC	203	Social Recreation	3(3-0)
CDE	113	Marriage and Family Relationships	3(3-0)
			15(15-0)

Internship Option

Those who have completed the Vocational Diploma Program in Child Development may choose to register for the internship course listed below in any subsequent quarter. This allows a student the opportunity to work in a pre-school program under the supervision of the Child Development Department.

CDE	114	Internship in a Preschool Program	13(0-30)

CHILD DEVELOPMENT
(Associate in Applied Science)

Early Childhood Specialist

1st quarter through 4th quarter are identical to the program outlined above for the Vocational Diploma with the substitution of ENG 101 and RDG 101 for ENG 1101 and ENG 1102. A student who wishes to switch from the Vocational Diploma Program or add the Associate in Applied Science degree to it may do so by adding RDG 101 and ENG 101 to the program and completing the three additional quarters below:

		5th Quarter	Credits
CDE	115	Child Growth and Development: Middle Childhood to Adolescence	3(3-0)
PSY	201	Introduction to Psychology	5(5-0)
ART	180	Art for the Elementary School Teacher	5(5-0)
MUS	180	Music for the Elementary School Teacher	5(5-0)
			18(18-0)

Note: The 6th and 7th quarters below may be taken in reverse order. This allows the internship to be taken either of these two quarters upon recommendation of the advisor.

		6th Quarter	Credits
CDE	116	Exceptional Children	3(3-0)
PSY	202	Human Development	5(5-0)
MAT	180	*Math for the Elementary School Teacher	5(5-0)
ENG	161	Fundamentals of Speech Communication	3(3-0)
			16(16-0)

*You may be advised to take Math 100A and/or 100B before this course.

		7th Quarter	Credits
CDE	117	Internship in a Public School Program	13(0-30)

TRANSPORTATION MAINTENANCE TECHNOLOGY
(Diploma)
or
(Associate in Applied Science)

Program Justification

The technology of automotive vehicles changes each year. There is a need for trained transportation maintenance technicians who have a broad understanding of the principles, as well as, specialized expertise so they can readily adapt to technological changes and new techniques required in servicing and repair.

Related Job Titles/Employment Possibilities

The transportation maintenance technician has a knowledge of laboratory procedures in automotive and associated areas. He/she is capable of operating laboratory equipment and instruments to perform a variety of tests on materials and equipment. Included also may be performance testing of new materials and equipment. The diagnostician, with use of instruments, can locate automotive or electrical defects and arrange for repair. He/she often records data that is required, writes reports and makes recommendations.

Program Description

The program is designed to train the student in the specific skills required to inspect, diagnose, repair and adjust automotive vehicles. Key principles involved in the operation of the modern automobile are explored in a classroom setting, in discussion groups, and, of course, in shop. The program is designed according to the 'career ladder' approach; the student who chooses to obtain a one-year diploma will take the first four quarters listed in the curriculum below. Students wishing at that time or at a later time to continue in transportation maintenance technology may complete the last four quarters, and receive an Associate in Applied Science Degree, providing a 'C' average has been maintained.

Automotive Mechanics
(Diploma)

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
PME	102	Automotive Ignition System	5(2-7)
PME	112	Automotive Fuel System	5(2-7)
PME	113	Automotive Wiring Diagrams	3(5-0)
ENG	1101	Reading Improvement	3(3-0)
MAT	1101	Fundamentals of Math	4(4-0)
			21(17-14)

		2nd Quarter	Credits
PME	101	Internal Combustion Engines	5(2-6)
PME	111	Engine Rebuilding	4(1-7)
PHY	1101	Applied Science I	4(3-2)
ENG	1102	Communication Skills	3(3-0)
WLD	1101	Basic Arc & Gas Welding	1(0-3)
			17(9-18)

		3rd Quarter	Credits
PME	123	Chassis & Suspension Systems	4(2-4)
PME	121	Automotive Brake Systems	3(1-4)
PME	103	Automotive Electrical Systems	4(2-4)
AHR	101	Automotive Air Conditioning	4(2-4)
PHY	1102	Applied Science II	4(3-2)
PSY	1101	Human Relations	3(3-0)
			22(13-18)

		4th Quarter	Credits
PME	124	Automotive Transmissions & Power Trains	7(3-9)
PME	1125	Automotive Servicing	6(3-9)
BUS	1103	Small Business Operations	3(3-0)
			16(9-18)

(Associate in Applied Science)

		1st Quarter	Credits
PME	102	Automotive Ignition System	5(2-7)
PME	112	Automotive Fuel Systems	5(2-7)
PME	113	Automotive Wiring Diagrams	3(3-0)
RDG	101	Reading	3(3-0)
PHS	101	Physical Science I	4(3-2)
			20(13-14)

		2nd Quarter	Credits
PME	101	Internal Combustion Eng.	5(2-6)
PME	111	Engine Rebuilding	4(1-7)
ENG	101	Freshman English	3(3-0)
BUS	220	Human Relations	3(3-0)
			15(9-13)

		3rd Quarter	Credits
PME	123	Automotive Chassis & Suspension Systems	4(2-4)
PME	121	Automotive Brake Systems	3(1-4)
PME	103	Automotive Electrical Systems	4(2-4)
AHR	101	Automotive Air Conditioning	4(2-4)
ENG	102	Freshman English	3(3-0)
			18(10-16)

		4th Quarter	Credits
PME	124	Automotive Transmissions & Suspension Systems	7(3-9)
BUS	219	Business Communications & Report Writing	3(3-0)
AHR	111	Advanced Automotive Air Conditioning	4(2-4)
			14(8-13)

		5th Quarter	Credits
PME	250	Advance Automotive Fuel Systems	7(2-10)
PME	201	Motor Vehicle Law & Regulations	3(3-0)
MAT	121	Basic Algebra I	5(5-0)
			15(10-10)

		6th Quarter	Credits
PME	224	Advance Automotive Transmission	5(2-7)
PME	203	Advance Automotive Ignition Systems	2(1-3)
PME	223	Automotive Front Suspension, Alignment & Power Steering	4(1-6)
		Elective	2-8(2/8-0)
			13(6-16)
			or
			19(12-16)

		7th Quarter	Credits
PME	240	Automotive Diagnosing & Testing I	7(3-8)
PME	202	Emission Control Systems	4(2-4)
		Electives	2-6(2/6-0)
			13(7-12)
			or
			17(11-12)

		8th Quarter	Credits
PME	241	Automotive Diagnosing & Testing II	7(3-8)
		Electives	5-10(5/10-0)
			12(8-8)
			or
			17(13-8)

Electives - Automotive Courses

		Courses	Credits
PME	204	Volkwagon Engines	3(0-6)
PME	205	Disc Brakes	3(0-6)
PME	206	Alternator-Starter Rebuilding	3(1-4)
PME	208	Wankel Engine	4(2-6)
PME	210	Electrical Accessories	3(0-6)
PME	209	Foreign Car Engines	3(0-6)
PME	215	Diesel Engines	6(2-8)

VETERAN FARM AGRICULTURE PROGRAM
(Diploma)
or
(Associate in Applied Science)

Program Description

This program is designed for veterans who farm or are engaged in agriculture employment. Only those veteran students who are engaged in suitable agriculture employment will qualify for VA benefits. If a student fails to continue to meet the agricultural employment requirement, his eligibility will be terminated. The program utilizes a "career ladder" approach. This means that the student may puruse either a Diploma, or with the addition of several courses to the Diploma curriculum, he may obtain an Associate in Applied Science degree.

Program Justification

Rapid social and technological change has had many repercussions on agriculture. This program allows the veteran farmer to continue farming and at the same time update his knowledge of agriculture and relevant skills. The importance of this program in a rural, primarily agricultural economy cannot be overstressed.

		1st Quarter	**Credits**
AGR	100	Farm Pond Development	1(1-0)
AGR	101	Farm Tractors I	3(2-3)
AGR	102	Farm Business Management	2(2-0)
AGR	104	Beef & Swine Production	2(2-0)
			8(7-5)

		2nd Quarter	**Credits**
AGR	105	Farm Tractors II	4(5-3)
AGR	123	Horticulture	2(2-0)
			6(7-3)

		3rd Quarter	**Credits**
AGR	107	Farm Accounting & Records	2(2-0)
AGR	109	Soil Science & Forage Crops	2(2-0)
AGR	125	Cabinet Making & Repair	3(2-3)
MAT	191	Metric System	1(1-0)
			8(7-3)

		4th Quarter	**Credits**
AGR	124	Plant Propagation & Identification	2(2-0)
AGR	134	Tobacco Productions	2(2-0)
AGR	114	Farm Electrification	3(2-3)
AGR	131	Soybean Production	2(2-0)
			9(8-3)

		5th Quarter	**Credits**
AGR	156	Techniques of Welding I	3(3-5)
AGR	111	Feeds and Feeding	2(2-0)
AGR	113	Wildlife Management	2(2-0)
AGR	115	Farm Service Agency	1(1-0)
			8(8-5)

		6th Quarter	**Credits**
AGR	136	Agricultural Math	1(1-0)
AGR	130	Pesticides	2(2-0)
AGR	132	Livestock Diseases & Parasites	2(2-0)
AGR	122	Farm Machinery Repair & Maintenance I	3(2-3)
			8(7-3)

		7th Quarter	**Credits**
AGR	128	Farm & Home Construction I	3(2-3)
AGR	121	Weed Identification & Control	2(2-0)
AGR	135	Agriculture Law	2(2-0)
AGR	140	Vegetable Production	1(1-0)
			8(7-3)

		8th Quarter	**Credits**
AGR	138	Farm Records & Taxes	2(2-0)
AGR	139	Fertilizers & Lime	2(2-0)
AGR	158	Farm & Home Construction II	3(2-3)
AGR	162	Farm Marketing	1(1-0)
			8(7-3)

		9th Quarter	**Credits**
AGR	144	Opportunities in Agriculture Bus.	1(1-0)
AGR	133	Farm Water & Plumbing Systems I	3(2-3)
AGR	110	Animal Science	2(2-0)
AGR	117	Grain Crops & Animal Feed	2(2-0)
			8(7-3)

		10th Quarter	**Credits**
AGR	153	Farm Water & Plumbing Systems II	3(0-5)
AGR	141	Surveying	3(2-3)
			6(2-8)

		11th Quarter	**Credits**
AGR	137	Home Appliance Repair	4(2-3)
AGR	143	New Sources of Farm Income	2(2-0)
AGR	163	Seed Production	2(2-0)
AGR	164	Community Leadership	1(1-0)
			9(7-3)

		12th Quarter	**Credits**
AGR	171	Farm Insurance	2(2-0)
AGR	172	Outdoor Recreation	1(1-0)
AGR	173	Forest Farm Management	2(2-0)
AGR	174	Botany	3(2-3)
			8(7-3)

Upon the completion of the Diploma program the student may elect to continue his education in pursuit of an Associate in Applied Science Degree. Those additional courses required for this degree are:

RDG	101	College Reading	3(3-0)
ENG	101	Freshman English	3(3-0)
ENG	211	Public Speaking	3(3-0)
BUS	219	Business Communications	3(3-0)
		Social Science Elective	3(3-0) or 5(5-0)
			15(15-0) or 17(17-0)

GENERAL WELDING

(Certificate)

Program Justification

This program was set up for adults wishing training in welding, but not having the time to participate in the full-time diploma program.

Related Job Titles/Employment Possibilities

Welder: pipe-welder; welder fitter; specialist welder; welding supervisor; welding analyst; welding technician; inspector's assistant; inspector; welding foreman; welder; pipe welding; welding positions in industries such as ship building; automotive aircraft; guided missiles; railroads, construction; pipe-fitting; production shop and job shop.

Program Description

Oxyacetylene welding and cutting, arc welding, and inert gas welding are introduced in this program and practical experience with these forms of welding is stressed. Instruction and experience in pipe-welding are also provided. Blueprint reading and template design is an essential part of a welder's education and these are stressed in the welding certificate program.

			Credits
ORI	100	Freshman Orientation	1(1-0)
WLD	1000	Oxyacetylene Welding and Cutting	3(1-5)
WLD	1001	Arc Welding (Straight Polarity)	3(1-5)
WLD	1002	Arc Welding (Reverse Polarity)	3(1-5)
WLD	1003	Arc Welding (Low Hydrogen)	3(1-5)
WLD	1004	Inert Gas Shield Welding (TIG)	3(1-5)
WLD	1005	Inert Gas Shield Welding (MIG)	3(1-5)
WLD	1006	Pipe Welding	3(1-5)
WLD	1007	Advanced Pipe Welding Tec.	3(1-5)
WLD	1008	Certification Practices	3(1-5)
BPR	1104	Blueprint Reading	2(1-2)
BPR	1117	Blueprint Reading	2(1-2)
BPR	1118	Pattern Development and Sketching	2(1-2)
			33(12-51)

General Education for College Parallel Degrees

REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

An Associate in Arts Degree may be pursued in the following areas of concentration: Liberal Arts, Agriculture, Business Education, Teaching Elementary, Teaching Secondary.

ORIENTATION - 1 Qtr. Hr.
Ori 100 (required), Ori 201 (Elective)

ENGLISH - 9 Qtr. Hrs.
Eng 101, Eng 102, Eng 103

READING - 3 Qtr. Hrs.
Rdg 101

HUMANITIES AND FINE ARTS - 18 Qtr. Hrs.
Humanities - 12 Qtr. Hrs. selected from the following:
Eng 201, Eng 202, Eng 203, Eng 205, Eng 206, Eng 207, Eng 231, Eng 232, Eng 233, Eng 241, Fre 101, Fre 102, Fre 103, Fre 201, Fre 202, Fre 203, Fre 211, Fre 212, Fre 213, Hum 121, Hum 122, Hum 123, Hum 131, Hum132, Hum 133, Hum 201, Hum 202, Hum 204, Hum 205, Hum 206, Hum 207

Phi 201, Phi 205

Rel 201, Rel 202, Rel 203

Spa 101, Spa 102, Spa 103, Spa 201, Spa 202, Spa 203, Spa 211, Spa 212, Spa 213

Fine Arts - 6 Qtr. Hrs. selected from the following:
Art 105, Art 110, Art 122, Art 131, Art 141, Art 201, Art 202, Art 203, Art 210
Mus 101, Mus 102, Mus 103, Mus 104, Mus 105, Mus 154, Mus 164, Mus 174, Mus 201, Mus 202, Mus 203, Mus 204,

MATHEMATICS - 6 Qtr. Hrs. selected from one of the following combinations:
Mat 101 and Mat 102
Mat 112 and Mat 170 or Mat 191
Mat 112 and Mat 113
*Mat 180 and Mat 191
**Mat 180 and Mat 181

*This sequence is recommended for primary education majors. (K-3)
**This sequence is recommended for elementary education majors. (6-9)

SCIENCE - 12 Qtr. Hrs. selected from the following:
Bio 101, Bio 102, Bio 103
Chm 101, Chm 102, Chm 103
Phs 101, Phs 102, Phs 103

SOCIAL SCIENCE - 19 Qtr. Hrs.
History - 9 Qtr. Hrs.
His 101, His 102, His 103
or
His 201, His 202, His 203

Social Science - 10 Qtr. Hrs. selected from the following:
Ant 120, Ant 125, Ant 132
Bus 221, Bus 222
His 210, His 211, His 212, His 214
Pol 201, Pol 202
Psy 201, Psy 202, Psy 203, Psy 205, Psy 225
Soc 201, Soc 202, Soc 203, Soc 225

PHYSICAL EDUCATION - 3 Qtr. Hrs. selected from 100 level PED courses.

ELECTIVES - 25 Qtr. Hrs.
It is recommended that elective hours be taken in the liberal arts area and/or cognate areas to the student's major area of concentration.

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN ARTS DEGREE - 96 Qtr. Hrs.

REQUIREMENTS FOR THE ASSOCIATE IN FINE ARTS DEGREE

An Associate in Fine Arts Degree may be pursued in the following areas of concentration: Art, Music.

ORIENTATION - 1 Qtr. Hr.
Ori 100 (required), Ori 201 (Elective)

ENGLISH - 9 Qtr. Hrs.
Eng 101, Eng 102, Eng 103

READING - 3 Qtr. Hrs.
Rdg 101

HUMANITIES - 12 Qtr. hours selected from the following: Hum 201, Hum 202
and/or
Art 105, Art 201, Art 202, Art 203
Eng 201, Eng 202, Eng 203
Eng 231, Eng 232, Eng 233
Mus 105
Phi 201

SCIENCE AND/OR MATHEMATICS - 9 Qtr. Hrs. selected from the following:
Science
Phs 101, Phs 102, Phs 103

Mathematics
Mat 101, Mat 102, Mat 103
Mat 112, Mat 113

SOCIAL SCIENCE - 9 Qtr. Hrs.
His 101, His 102, His 103
or
His 201, His 202, His 203

PHYSICAL EDUCATION - 3 Qtr. Hrs. selected from 100 level PED courses.

ELECTIVES - 3 Qtr. Hrs.
It is recommended that electives be taken in the liberal arts area and/or cognate areas to the student's major area of concentration.

PROFESSIONAL PROGRAM COURSES - 47 Qtr. hours selected from courses available in the student's major area of concentration and selected to meet the needs of the student. (Requirements for the art and music programs differ. Course planning is essential to determine which courses are necessary to complete either program. Students must consult their advisors before undertaking any professional program courses.)

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN FINE ARTS DEGREE - 96 Qtr. Hours

REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

An Associate in Science Degree may be pursued in the following areas of concentration: Pre-Engineering, Mathematics, Science.

ORIENTATION - 1 Qtr. Hr.
Ori 100 (required), Ori 201 (Elective)

ENGLISH - 9 Qtr. Hrs.
Eng 101, Eng 102, Eng 103

READING - 3 Qtr. Hrs.
Rdg 101

HUMANITIES AND FINE ARTS - 6 Qtr. Hrs. selected from the following:
Hum 201, Hum 202
or
Art 201, Art 202, Art 203
Eng 201, Eng 202, Eng 203
Eng 205, Eng 206, Eng 207
Eng 231, Eng 232, Eng 233, Eng 241
Mus 105
Phi 201

MATHEMATICS - 20 Qtr. Hrs. selected from the following:
*Mat 112, Mat 113
Mat 150
Mat 250, 251, 252

*Math-science majors must take Mat 170 as a corequisite of Mat 112.

SCIENCE - 24 Qtr. Hrs. selected from the following:
Bio 101, Bio 102, Bio 103
Bio 201, Bio 202, Bio 203
Bio 211, Bio 212, Bio 213
Bio 240, Bio 241
Chm 101, Chm 102, Chm 103, Chm 203
Phy 201, Phy 202, Phy 203

SOCIAL SCIENCE - 9 Qtr. Hrs. selected from the following:
His 101, His 102, His 103
or
His 201, His 202, His 203

PHYSICAL EDUCATION - 3 Qtr. Hrs. selected from 100 level PED courses.

ELECTIVES - 21 Qtr. Hrs.
It is recommended that elective hours be taken in the liberal arts area and/or cognate areas to the student's major area of concentration.

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN SCIENCE DEGREE - 96 Qtr. Hrs.

SOUTHEASTERN COMMUNITY COLLEGE
P. O. BOX 151
WHITEVILLE, NORTH CAROLINA 28472

Third Class

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SOUTHEASTERN COMMUNITY COLLEGE

BULLETIN

"A World of Opportunities"



1978-79

"Providing quality post-secondary education for southeastern North Carolina"

ACADEMIC CALENDAR
1978-79

FALL QUARTER 1978

(57 days)

August 18	Friday	End of 1978 Summer Session
August 28	Monday	Orientation for New Students (Morning, afternoon, and evening)
August 29	Tuesday	Faculty Returns (Advisement and faculty work sessions)
August 30	Wednesday	Advisement and faculty work sessions
August 31	Thursday	Registration Returning Students
September 1	Friday	Registration Entering Students
September 5 & 6	Tuesday & Wednesday	Orientation Classes Begin for ORI 100 for Beginning Students Orientation Classes Begin for Returning Students
September 7	Thursday	Regular Classes Begins
September 13	Wednesday	Last Day to Register or Add Classes
October 6	Friday	Last Day to Drop Class without WF/WP Grade
October 11	Wednesday	Mid-term
November 22	Wednesday	End of Quarter

WINTER QUARTER 1978-79

(55 days)

November 28	Tuesday	Registration
November 29	Wednesday	First Day of Classes
December 5	Tuesday	Last Day to Register or Add Classes
December 20	Wednesday	Christmas Recess Begins at 10:00 p.m.
January 2, 1979	Tuesday	Classes Resume
January 5	Friday	Last Day to Drop Class without WF/WP Grade
January 12	Friday	Mid-term
February 23	Friday	End of Quarter

SPRING QUARTER 1979

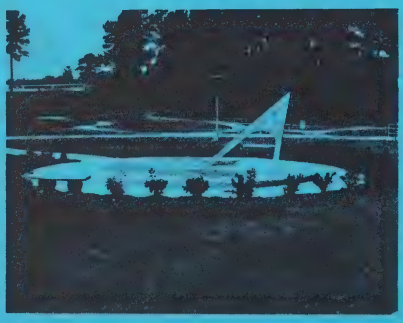
(55 days)

March 5	Monday	Registration
March 6	Tuesday	Classes Begin
March 12	Monday	Last Day to Register or Add Classes
April 4	Wednesday	Last Day to Drop Class without WF/WP Grade
April 10	Tuesday	Mid-term
April 13-16	Friday - Monday	Easter Holidays
May 23	Wednesday	End of Quarter
May 27	Sunday	Graduation

SUMMER QUARTER 1979

(55 days)

May 31	Thursday	Registration for First Summer Session and Full Summer Session
June 1	Friday	Classes Begin
July 10	Tuesday	End of First Summer Session
July 11	Wednesday	Registration Second Summer Session
July 12	Thursday	Classes Begin
August 17	Friday	End of Quarter



SOUTHEASTERN COMMUNITY COLLEGE

It is because of you and for you, the people of our service area, that Southeastern Community College exists; therefore, who and what Southeastern Community College is depends on WHO you are and what your needs are.

Southeastern Community College was authorized by the North Carolina Assembly under Chapter 115A. General Statutes of North Carolina to serve mainly the counties of Columbus, Bladen, Robeson, Brunswick, and Pender. In the words of Dallas Herring, former Chairman of the State Board of Education,

...the doors of the institutions in North Carolina's community college system must never be closed to anyone who can learn what we teach. We must take the people where they are and carry them as far as they can go within the assigned functions of the system.

Southeastern Community College enthusiastically supports the open door policy as defined by Dr. Herring. If you are 18 years of age or older and think you may need Southeastern Community College, chances are Southeastern needs you!

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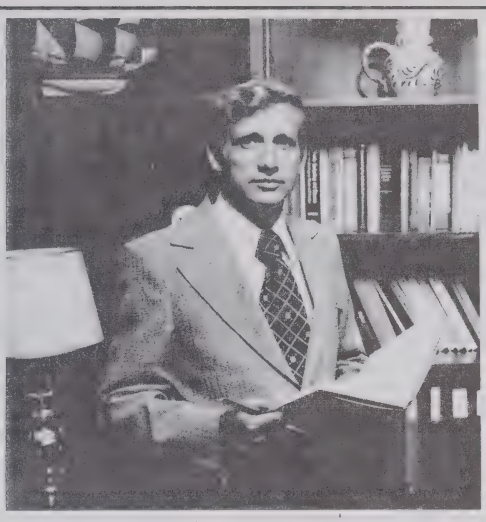
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Accreditation and Memberships

Southeastern Community College is chartered by the state of North Carolina. It is accredited by the Southern Association of Colleges and Schools and by the North Carolina State Board of Education.

The following programs are specially accredited:
1) Nursing programs (associate in applied science program and diploma program) are accredited by the North Carolina Board of Nursing.
2) Cosmetology is accredited by the North Carolina State Board of Cosmetic Arts.

Memberships include:
American Association of Junior Colleges
North Carolina Association of Junior Colleges
Southern Association of Colleges and Schools
National Commission on Accrediting



President's Message

We are pleased with your interest in SCC.

Southeastern can offer you one of the finest experiences available in higher education. Our faculty and staff are dedicated to one purpose, that of providing for the student an exceptional environment for learning. Learning at Southeastern means studying in the library, chatting with a faculty member in the student lounge, catching up on lab experiences by using individualized instructional packages, attending one of the many fun and culture-filled arts series, visiting with one of our guest performing artists during an evening reception, attending the homecoming dance, attending review sessions with campus tutors, visiting with business or industrial representatives, serving on college committees, matching your interests and aptitudes with occupational trends, participating in small group discussions in classes, and yes, "rapping" with the President.

We have services available for adults of all ages, day and night, credit or non-credit.

There are many reasons to attend Southeastern Community College. We welcome you, and we look forward to what will be a mutually rewarding experience together.

W. Ronald McCarter

Organization

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Walter D. Brown	Dean of Instruction
Dan W. Moore	Dean for Student Development
Robert G. Stanley	Business Manager

Personnel

Geneva Ashley — Music
B.M. Meredith College

Lois Bailey — Biology
B.S. Wake Forest University; M.A.T., U.N.C.-Chapel Hill

William R. Ball — Outdoor Recreation
B.S., North Carolina State University; M.A., East Carolina University

Christine Balogh — Art
B.F.A., Academy of Fine Arts, Budapest; M.F.A., Academy of Fine Arts, Vienna

Janos Balogh — Equipment Technician Learning Resources Center
B.S., Ra-Film Technical Institute, Budapest

Thelma Barnes — English
A.B., Flora MacDonald College; M.A.T., Duke Univeristy

Vivian Beresoff — Science Lab Assistant
A.A., Columbia College

Chester M. Biggs, Jr. — Audio-Visual Coordinator Learning Resources Center
B.S., University of Oklahoma M.A., Appalachian State University

Ray Blackburn — Business
B.S., UNC-Wilmington; MBA, East Carolina University

Robert Brooks — Special Services-Upward Bound
A.A., Kittrell College; B.A., Elizabeth City State University

Walter D. Brown — Vice-President and Dean of Instruction
B.A., Eastern New Mexico University; M.A. Ed., East Carolina University; Additional graduate studies, North Carolina State University.

Alan Brownlee — Social Sciences
B.S., University of Tennessee; M.A. Western Michigan University

Freda M. Bullard — Business
A.A., Southeastern Community College; B.S. Pembroke State University; M.S.B.E. U.N.C.-Greensboro

Richard F. Burkhardt — Music
B.S., Appalachian State University; M.M., Butler University

W.C. Butler — Music
A.A., Southeastern Community College; B.M., Appalachian State University

Brenda Carter — Advisor Coordinator—Research Assistant - RSL
B.S.A., U.N.C. - Greensboro

James Clifton — Social Sciences
B.A., Wake Forest University; M.A., Duke University

Nancy P. Clifton — English
A.B., Smith College; M.A.T., Duke University

Linda Cole — Nursing
B.S., East Carolina University

Winifred B. Cooke — Director, Resources for Student Learning
B.S., Evangel College; M.A.C.T., UNC-Chapel Hill

Bertha Daniels — Nursing
Diploma, Portsmouth General Hospital; Certificate, Wake County Hospital

Theresa G. DeCarlo — Financial Aid Officer
Course work at Pembroke State University

Brenda Ebron — Academic Skills Co-ordinator Special Services-Upward Bound
B.A., Shaw University; Additional Graduate hours, North Carolina Central University

Betty C. Edens — Nursing
B.S., Pembroke State University, R.N. Robeson County School of Nursing

Jack B. Ervin — Development Officer
B.S., East Tennessee State University; M.A., Appalachian State University

Phyllis Feagin — Reading
B.A., Fort Wright College; M.A., Clarke College; 23 additional graduate hours

Vivian Floyd — Child Development
B.S., Pembroke State University; Certification in Mental Retardation, East Carolina University

Harry Foley — Physical Education
B.S., Appalachian State University; Additional Graduate Hours, Memphis State

Leon M. Fox, Jr. — Dean of Occupational Education
B.S., North Carolina State University; M.B.A., University of Georgia

Lauren George — Child Development
A.A., Southeastern Community College; B.S.H.E., UNC-Greensboro

Lillie Mae George — Columbus Workshop

George Green — Transportation Maintenance
Attended U.S. Navy Schools in Diesel Mechanics and related subjects; Attended General Motors Auto School

Charles E. Grigsby — Mathematics
B.S., U.N.C.-Chapel Hill; M.A.T., Duke University; Ph.D., U.N.C.-Chapel Hill

Evelyn Hamby — Library Assistant: Learning Resources Center
A.A.S., Caldwell Community College

Susan Harmuth — Director, RSVP
B.S., Radford College; 15 additional graduate hours, Radford College

William A. Harper — Mathematics
B.S., East Carolina University; M.A., East Carolina University

Sue W. Hawks — Recruitment Co-Ordinator
B.S., East Carolina University

Patricia Horst — Columbus Workshop

Shirley B. Hough — Business
B.S., Flora MacDonald College; M.A., Appalachian State University

Fred Hurteau — Graphics Artist
A.A.S., Technical Institute of Alamance

Robet Jackson — Welding
Certified Welder, Newport News Shipbuilding & Dry Dock Company

Jacobyna Jones — Business
B.A., Elon College; M.A., Appalachian State University

Kathy E. Justice — English
B.A., Wimington College; M.A., Appalachian State University

Robert L. King — Biology
B.A., Elon College; M.A., Appalachian State University; Additional hours, Duke University

Ruby Lambdin — English
B.S., Concord College; B.A., Concord College; M.A., West Virginia University

Rebecca Marlin — Librarian: Learning Resources Center
B.A., Southern Illinois University; M.S., U.N.C.-Chapel Hill

Vernon Marlin — Mathematics
B.S., Southern Illinois University; M.S., Southern Illinois University; Ph.D., U.N.C.-Chapel Hill

Marion Martin — Chemistry
A.B., Duke University; M.A., Duke University

W. Ronald McCarter — President
A.B., U.N.C.-Chapel Hill; M. Ed., U.N.C.-Chapel Hill; Ed. D., North Carolina State University

William McCollum — Electrical
A.A.S., Southeastern Community College

Doris McGavisk — Nursing
Diploma, Watts Hospital School of Nursing; B.S., Mars Hill College

Kay B. McLawhorn — P.I.C.
B.S. East Carolina University

Harold McMillion — Director of Special Services-Upward Bound
B.A., Marshall University; M.A., Marshall University

Thomas Mehalic — Criminal Justice
Institute of Applied Science; A.A.S., Southeastern Community College; B.S., Pembroke State University

Ira Melvin — Welding
Certificate, Wilson County Technical Institute

John Merritt — Veteran Farm
B.S., North Carolina State University

Brenda B. Miller — Library Assistant: Learning Resources Center
A.A.S, Business Administration, Southeastern Community College

Dan W. Moore — Dean for Student Development
A.B., Guilford College: M.S., Virginia Commonwealth University; Ed. D., N.C. State University

Joseph K. Nance — Physical Education
A.B., U.N.C.-Chapel Hill; M.Ed., U.N.C.-Chapel Hill

Joyce Nance — Columbus Workshop

Larry Nance — Columbus Workshop
A.A., Southeastern Community College, B.A., University of NC at Wilmington

Barry Hamilton Nation — English
B.A., University of Florida; M.A., Western Carolina University

Roland C. Norris — Registrar
B.S., East Carolina University; M.Ed., East Carolina University

Nanette Pais — Psychology RSL
B.S., Virginia Polytechnical Institute; M.A., Virginia Polytechnical Institute; 6 quarters additional graduate hours

Betty Ann Page — Director of Nursing
A.A.S., Southeastern Community College; B.S., Medical College of Georgia; M.S.M., Medical College of Georgia

Edward H. Pate — Welding
Certificate, Wilson County Technical Institute; Diploma, Cape Fear Industrial Training Center; Diplomas, International Correspondence School; Associate in Applied Science, Southeastern Community College

Richard R. Paulsen — Academic Dean
B.S., Carroll College; M.S., Ohio University; Ph.D., Kent State University

Alvin Phillips — Outdoor Recreation Resources
B.S., Clemson University; M.S., U.N.C.-Chapel Hill

Robert W. Priest — Coordinator of Student Activities

Beulah M. Regan — Human Resources Development
Business Administration, Bladen Technical Institute

Edith Register, R.N. — Nursing
B.A., U.N.C.-Wilmington; M.A., Appalachian State University

Judy Sarvis — Special Services
B.S. Pembroke State University; M.A., Western Carolina

Sue Shaw, R.N. — Nursing
A.A., Mars Hill Jr. College; B.S., Mars Hill College

Marshall Shepherd — Criminal Justice
A.A., Guilford College; B.S., Guilford College

Phillip Simmons — Human Resource Development
University of Maryland; Electronic Certificate USAFI

Carol Simpson — Nursing
B.S., University of NC School of Nursing; Certificate, NC Heart Association

William D. Small, Jr. — Superintendent, Building and Grounds
Diploma, Command and Staff College; Diploma, Aircraft Maintenance & Management

Audra Smith — Cosmetology
Certificate, Richmond Academy Vocational Technical School; Licensed Beautician, Ray Phillips Salisbury Beauty School

Shaffer Smith — Electrical Engineering Technology
Two years at Central Connecticut State College; U.S. Navy Electrical School

Robert G. Stanley — Business Manager
B.S., East Carolina University; M.A.., East Carolina University

James Starnes — Social Science
A.B., High Point College, B.D., Emory University; M.A., East Carolina University

Julia M. Stocks — Counseling Co-Ordinator
B.A., Duke University; M.Ed., Duke University

Vincent Sweet — Counselor
B.A., North Carolina Central University; M.A., North Carolina Central University; Additional hours, North Carolina Central University

John A. Voorhees — Social Science
B.A., Berea College; M.A., University of Illinois

Anita Walker — Mathematics
A.S., M.T. Olive Jr. College; B.S., Mars Hill College; M.A., Appalachian State University

Herschel Walsh — Physicsl Education
B.A., Western Kentucky; M.A., East Tennessee State

Betty Jo Walters — Cosmetology
Atlantic Beauty College; Robeson Technical Institute

Richard Ward — Director, Learning Resources Center
B.S., Indiana State Univeristy; M.S., Indiana State University; Additional Hours, Boston University

T. Tucker Ward — Diesel Mechanics
Attended U.S. Army Schools in Diesel Mechanics and Related Subjects

Wilbur N. Ward — Welding
Diploma, Cape Fear Technical Institute

Curtis Welborne — Social Science
A.B., Elon College; M.A., East Carolina University

Elatha Wilson — Tailoring and Alterations
Certificate Supervisor Training

William L. Wilson, Jr. — Dean of Adult Education
B.S., Louisiana State University; M.S., Louisiana State University

Robert L. Young — Physical Education
B.S., Campbell College; M.A., Appalachian State University

Classification Of Programs

CERTIFICATES, DIPLOMAS, AND DEGREES CONFERRED BY SCC

1. Certificate: The certificate is conferred upon successful completion of occupational programs of less than one year in length.
2. Diploma: The diploma is conferred upon successful completion of specified one-year occupational programs.
3. Associate in Applied Science: This degree is conferred upon successful completion of specified two-year occupational programs.
4. Associate in Arts: This degree is conferred upon successful completion of specified college transfer programs of the liberal arts variety.
5. Associate in Fine Arts: This degree is conferred upon successful completion of specified college transfer programs of the arts variety (i.e. music and visual art).
6. Associate in Science: This degree is conferred upon successful completion of specified college transfer programs of the science and technical variety (i.e. pre-engineering, math, and science).

APPEARANCE OF PROGRAM BY DEGREE

Must be 18 years of age or older. High school diploma or GED is required; however, students who do not meet these requirements may be accepted as special students.

	CERTIFICATE, DIPLOMA, OR DEGREE
Agricultural Science	A.A.S.
Air Conditioning and Refrigeration	Certificate
Air Condition and Refrigeration	Diploma
Automotive Body Repair	Diploma
Automotive Mechanics	Diploma
Basic Business Administration	A.A.S.
Carpentry and Cabinet Making	Diploma
Child Development (Child Care Worker)	Diploma
Child Development (Early Childhood Specialist) (Teacher Associate) (Reading Teaching Emphasis)	A.A.S.
Cosmetology	Diploma
Criminal Justice (Law Enforcement) (Corrections)	A.A.S.
Electrical Engineering Technology	A.A.S.
Electrical Installation and Maintenance	Certificate
Electrical Installation and Maintenance	Diploma
Forest Management Technology	A.A.S.
General Office Technology	A.A.S.
High School Diploma Program (ABE/GED)	Diploma
Industrial Maintenance - Electromechanical	Diploma
Nursing	A.A.S.
Outdoor Recreation Resources	A.A.S.
Plumbing and Pipefitting	Diploma
Pottery Production	Diploma
Practical Nursing	Diploma
Practical Radio and Television Repair	Certificate
Secretarial Technology	A.A.S.
Transportation Maintenance Technology	A.A.S.
Veteran Farm Agriculture Program	A.A.S.
Veteran Farm Agriculture Program	Diploma
Vocational Instructors Program	A.A.S.
Welding	Certificate
Welding	Diploma

High school diploma required:	CERTIFICATE, DIPLOMA, OR DEGREE
Courses leading to Associate in Arts	A.A.
Courses leading to Associate in Fine Arts	A.F.A.
Courses leading to Associate in Science	A.S.

Admissions

ADMISSIONS

SCC has revised the admissions process so that prospective students must complete a minimum of paperwork and-or make a minimum of trips to the campus. Interested persons should request an application by mail or telephone (642-7141 Ext. 25) or by visiting the campus. Information required in addition to the application form is listed on the application form (additional requirements and admissions criteria for prospective nursing students is available upon request). An individual who is not a high school graduate may be admitted as a special student in occupational programs provided he or she can demonstrate sufficient experience and ability.

Policy for Admissions of International Students

1. In addition to completed application, including transcript, the applicant's folder MUST contain: 1) statement of proficiency in English language by person at SCC interviewing student, by an official at student's last school or as a last resort, a statement written and signed by students, 2) a Financial Statement by his sponsor (on rare occasions a statement by an independent student will be accepted) showing that he has the means by which to pay all college costs and living expenses for the duration of his program.

2. The form I-20 (Immigration and Naturalization) is to be completed by a college official and student. The college MUST retain a copy of this form and the student (in some cases the college) mails this form to Immigration and Naturalization. It is on the basis of this form that an individual receives a student visa. Students are allowed to enter classes on the basis of the completed I-20 and documents cited in Item 1. Should a student visa not be issued or should the college be notified by Immigration and Naturalization Services of other problems, the student will be asked to withdraw from the college.

3. It is the responsibility of the international student to see that subsequent required forms for the extension of visa, etc. are initiated and mailed to appropriate government officials.

Southeastern Community College does not discriminate on the basis of sex in the educational programs or activities which it operates. SCC is subject to the requirements of Title IX of the Educational Amendments of 1972 Prohibiting Sex Discrimination in Education, as interpreted and administered by the Department of Health, Education and Welfare. The requirements not to discriminate in educational programs and activities extend to employment in and admission to the College. Inquiries concerning the application of Title IX with regard to SCC may be referred to: Dean for Student Development, Southeastern Community College, Whiteville, N.C. (919) 642-7141, Ext. 34.

"SCC is an equal opportunity - affirmative action employer."

TESTING AND PLACEMENT

Since SCC is interested in meeting the individual needs of its students, placement tests in the areas of reading, writing, and mathematics will be administered to all entering students. A graduation plan which reflects the individual student's entrance skills will be prescribed for each student. If placement tests indicate the student's skills in reading, writing, or mathematics are above average, he may be allowed to take advanced courses. If the tests indicate that a student has not yet developed a sufficient skill level in reading, writing, or mathematics, he may be directed to enroll in a skill-building course (s) in addition to courses required of all graduates; or he may be placed in developmental sections of English, reading, and math. All prescribed developmental courses (except for ENG 102 and ENG 103) must be completed within the first 36 hours of full credit courses unless the student obtains special permission from his program dean.

After a student has been accepted for admission to Southeastern Community College, he is required to take a placement test before he is assigned an advisor. He will be notified by the admission office of the dates the Placement Tests will be administered. Placement Tests will not be required for designated vocational programs.

Based on the student's performance on the Placement Tests a counselor will prescribe appropriate courses for the student's level of demonstrated achivement.

Many students find it advantageous to take the Placement Tests early in the spring, so that they can take prerequisite courses during the summer.

Although the Placement Tests is not required for admission to the college, it is required for advisor assignment and placement into reading, math, and English courses. All entering students are expected to have a test interpretation and course selection session with a counselor.

DEVELOPMENTAL COURSES PREREQUISITES

In order to meet the individual needs of its students, SCC has designed skill-building courses in English, reading and math. Students may "place out" of skill-building courses by achieving specified scores on the placement tests. Students scoring below the specified cut-off scores may be required (depending on the student's program) to complete one or more skill-building courses in addition to other requirements in their program.

Satisfactory placement test scores or completion of the developmental courses shown in the boxes is required for entrance into the courses listed below the boxes. The student should check the schedule for his program to see if any of the courses requiring pre-requisite skills is included.

ENGLISH FUNDAMENTALS
ENG 91

- RSL Freshmen Eng 1 (ENG 101)
- Freshmen Eng I (ENG 101)

READING FUNDAMENTALS
RDG 91

- College Reading (RDG 101)

ARITHMETIC REFRESHER
MAT 91

- Introduction to Algebra (MAT 92)
- Math For Nurses (MAT 161)
- Business Math (BUS 141)
- Math For The Pre-Schooler (EDU 101)
- Other Voc. & Tech. courses

INTRODUCTION TO ALGEBRA
MATH 92

- Fundamentals of Math (MAT 101)
- Intermediate Algebra (MAT 110)
- Math for Foresters (MAT 115)
- Math for Elem. Teachers (MAT 180)
- Metric System (MAT 191)
- Electronic Math (MAT 123)

++INTERMEDIATE ALGEGRA
MAT 110

College Algebra and Trigonometry

++While Intermediate Algebra is considered developmental for those planning to take College Algebra and Trigonometry, this course counts toward your graduation requirements in math and does not add hours to the number of hours you need to graduate.

Students who enroll in ENG 91 or RSL Eng 101 - or - 2 or more "90 level" courses will be required to take ORI 101 instead of ORI 100.

Expenses, Financial Aid

TUITION

Tuition is paid by each student when he - she registers for a course or courses at the beginning of each quarter.

Tuition is based on the number of CREDIT HOURS for which the student is registered. All IN-STATE students pay each quarter $3.25 per credit hour up to a maximum of $39.00 per quarter. (See RESIDENCY). OUT-OF-STATE students pay each quarter $16.50 per credit hour; full time out-of-state students (12 credit hours or more) pay $198.00 per quarter. (See RESIDENCY).

STUDENT ACTIVITY FEE

Students taking at least one course on campus and who enroll for eight of more hours will pay as follows:

Fall Quarter	$8.00
Winter Quarter	8.00
Spring Quarter	8.00
Summer Quarter	
a)full session and-or	
first session	1.00
b)second session	1.00
	$25 or $26

STUDENT INSURANCE

A low cost student insurance plan is available to all students. Students are urged to take advantage of this insurance. Each student is advised that technical institutes and community colleges are governmental agencies and as such are immune to liability in any suit which a student might institute for damages as a result of injuries received at school. It is, therefore, in the student's interest to protect himself with accident insurance.

CONTINUING EDUCATION STUDENTS (including High School Diploma students)

There is a $5.00 registration fee for all students enrolled in continuing education programs. Exempt from this fee are local law enforcement officers, volunteer firemen, volunteer life saving personnel, prison inmates, and students enrolled in training programs for civil preparedness.

BASIC EDUCATION STUDENTS

There is no tuition for basic education students.

RESIDENCY

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. In essence, the controlling North Carolina statute (g.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes." Ownership of property in or payment of taxes to the state of North Carolina does not automatically qualify one for the instate tuition rate. Failure to provide requested information for residency classification can result in the student being classified as a nonresident for tuition purposes and disciplinary action. A student who believes that he or she has been erroneously classified shall be permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. A copy of the manual is available in the Student Development Center for student inspection.

REFUNDS

Tuition refunds shall not be made unless the student is, in the judgment of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within ten calendar days after the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for amounts of $5.00 or less, except if a course or curriculum failed to materialize, in which case all tuition shall be refunded. No refunds will be made for changes in total class hours that are made solely for personal convenience. This policy applies to evening school as well as the day school. In the summer session, two thirds of the tuition will be refunded only if withdrawal for unavoidable reasons occurs within five calendar days after the first day of class.

All refunds are forfeited for any student failing to adhere to proper withdrawal procedures.

STUDENT FINANCIAL AID

Southeastern Community College offers a variety of financial aid opportunities. The primary purpose of SCC's financial aid programs is to provide assistance to those students who, without aid, would be unable to being or continue their college education.

Students who need financial assistance should contact their high school guidance counselor or the SCC financial aid office for information and applications. Those applying for assistance must file a Financial Aid Form (FAF) or a Family Financial Statement (FFS) designating BEOG and SCC as recipients of the needs analysis and an Institutional Data Form (IDF). These forms should be completed and received in the Financial Aid Office by April 15 to allow time for processing so that awards can be made before Fall Registration. To be eligible for financial assistance, the entering freshmen must be a high school graduate and must meet all admissions requirements. Returning students must be in good academic standing as outlined in the Student Handbook and the Financial Aid Brochure (Consumer Information Bulletin).

Below is a brief description of all financial aid programs administered by Southeastern Community College. A more detailed description of these programs is published yearly in the consumer information bulletin, Financial Aid Brochure.

GRANTS & SCHOLARSHIPS

1. Basic Educational Opportunity Grant Program (BEOG)

Basic Grants are federally funded and there is no specified field of specialization. The amount varies and is based on a formula which takes into account the amount you and your family can contribute to your education. The award cannot be greater than one-half the cost of attending Southeastern Community College. These grants are based on entitlement and demonstrated need. The amount is fixed by the Federal Government, and cannot be adjusted by the college.

2. Supplemental Educational Opportunity Grant Program (SEOG)

Supplemental grants are federally funded and designed to provide assistance to students who demonstrate exceptional financial need. The minimum grant per year is $200 and recipients must agree to accept an equivalent amount of matching funds from other financial aid programs such as loans, work-study or other grants. SEOG's are non-repayable awards.

3. North Carolina Student Incentive Grant Program (NCSIG)

This program is administered by the College Foundation, Inc. Funds are provided by the North Carolina State Education Assistance Authority under the 1965 Higher Education Act as amended, from State and Federal appropriations. To qualify for a NCSIG, students must complete the necessary applications for financial aid, be a legal resident of North Carolina, accepted for the enrollment or enrolled in good standing at an institution of higher education in North Carolina, and demonstrate a substantial financial need. Applications should be received by College Foundation, Inc. by March 31.

4. Federal Nursing Scholarship Program (FNS)

Nursing scholarships are federally funded and are designed to assist students who demonstrate exceptional financial need and who are enrolled in our Associate Degree Nursing Program. These scholarships are non-repayable awards.

5. Institutional Scholarships

Institutional scholarships are offered to students attending SCC by civic organizations, service clubs, and individual donors. They are awarded to students who demonstrate above average academic ability and financial need.

6. N.C. Prospective Teachers' Scholarship Loan Program (PTSL)

These scholarship - loans are offered by the North Carolina General Assembly through the State Board of Public Education and the Superintendent of Public Instruction. To be eligible a student must be a North Carolina resident, enrolled in teacher education, and planning to teach in a NC public school. Students must demonstrate financial need and above average academic potential. Applications may be obtained from the N.C. Department of Public Instruction, Raleigh, N.C.

EMPLOYMENT

1. College Work-Study Program (CWSP)

The College Work-Study Program is federally funded and is designed to provide employment opportunities for students with limited financial resources to help pay for college expenses. The amount of a CWSP award varies and is determined solely on demonstrated need by the financial aid officer. An effort is made to assign students to jobs related to their major field of study or to utilize their specific skills and interests.

2. Plan Assuring College Education (PACE)

PACE-I.N.C. provides employment opportunities for students in their home communities at public or private non-profit agencies or organizations. The program is operated in conjunction with SCC and eighty per cent of the funds for student's salaries are made available through our College Work-Study Program. The participating agency (employer) pays the remaining 20 percent. Students are expected to save a substantial portion of their summer earnings for college expenses the following academic year.

3. President's Service Stipend

These stipends are funded by the SCC Foundation and are designed to assist students who, under normal circumstances, cannot demonstrate sufficient need to qualify for federal financial aid funds. These awards cannot be greater than the cost of tuition and students receiving them must provide a service to the college. Applicants must complete all financial aid applications and must also be sponsored by an SCC faculty - staff member who will supervise the students' service related activities.

LOANS

1. National Direct Student loan (NDSL)

Funded by the Federal Government, these loans are based entirely on need and bear no interest while the student is enrolled at least half-time. Repayment of loan will normally commence nine months after the borrower ceases to carry at least one-half of the normal full-time academic work load unless he is serving in the military, Peace Corps or Vista. No interest is charged until repayment begins and then 3 per cent charge is applied to the unpaid balance.

2. Federal Nursing Student Loan Programs (FNSL)

A student is eligible to apply for the Nursing Loan if he-she is enrolled or accepted for enrollment as a full-time student in the Associate Degree Nursing Program. The interest rate is 3 per cent per year and a schedule for repayment of the loan is selected by the student at the time he-she ceases to be at least a half-time student in the nursing program. Repayment and interest begins nine months after the student graduates or terminates his enrollment in the nursing program.

3. North Carolina Insured Student Loan Program

This program is administered by College Foundation, Inc. who is the principal lender for North Carolina. Legal residents of North Carolina may borrow from this loan fund for post-secondary education. A loan cannot exceed one-half the cost of education and each applicant must demonstrate financial need and maintain satisfactory academic progress. Repayment and interest on Insured Loans begins nine months after a student graduates or terminates his enrollment. These loans carry a 7 per cent interest rate.

4. Institutional Loans — Uncle Bill & Aunt Cora Jane Ward; C.R. Bailey; and Yetta Leder Loan Funds

The donors of these funds wish to assist students who need loans to continue their education and who demonstrate the intention and general ability to successfully complete the course to be undertaken. Students must be accepted for admission before applications may be considered. Terms of these loans are very generous and should be discussed with the Financial Aid Officer.

5. Short Term Loans — J.H. Land; E.L. Derrick; Ruth Baldwin; and Whiteville Woman's Club

These are short-term loan funds designed to assist students who need small amounts of money for school-related emergency expenses.

6. Watson Trust Fund

This fund is administered by the Misses Yata, Theodosia and Fawn Watson of Fairmont, North Carolina, and is intended to assist students in the Fairmont area in pursuing education beyond the high school level. Application should be made directly to the Misses Watson.

MISCELLANEOUS

1. Vocational Rehabilitation Grants — Students with a physical disability may obtain grants-in-aid covering fees, books and supplies through the Vocational Rehabilitation Service. To be eligible an individual must:

a. Have a disability which interferes with employment.

b. Have a reasonable chance of becoming suitably employed within an acceptable period of time.

c. Be of, or close to, working age.

Further information can be obtained from your local Vocational Rehabilitation Office.

2. Veterans Administration Funds — Applicants who have been discharged from the armed services since January 31, 1955, should apply for financial assistance under the Veterans Administration Program. Applicants who are dependents of deceased or disabled veterans with a service connected disability should apply for financial assistance through the North Carolina Department of Veterans Affairs in Raleigh, North Carolina.

Note: For information concerning satisfactory progress and financial aid eligibility, please see the 1978-79 Student Handbook or the 1978-79 Financial Aid Consumer Information Booklet.

Academic Regulations

OFFICIAL ANNOUNCEMENTS

Southeastern Community College has several official publications which are of interest to applicants and students. These publications include the **BULLETIN**, the **STUDENT HANDBOOK, AND THE RAM-O-GRAM**, which is published and distributed on campus twice each week. All students are responsible for the content of these publications as they relate to activities at the college.

CREDIT

College Credit Hours or (Credits) are earned by students when they spend hours learning a skill such as welding or an academic body of knowledge such as English literature or political science. Courses for which credit hours or credits are given toward a degree of diploma are called CREDIT COURSES.

At SCC credit hours or credits are placed on each CREDIT subject. The number of credit hours is determined by the number of lecture, laboratory, or field experience hours determined necessary for each course.

SCC is on a Quarter System. Credit courses at SCC run for 11 weeks which is equivalent to a quarter. There is a fall, winter, spring, and summer quarter.

CREDIT HOUR EXPLANATION

Example 1. In a three credit hour course at SCC, a student may be in class for three 50 minute periods or two 75 minute periods a week for a quarter.

John Doe's Math Class Schedule

Monday	Tuesday	Wed.	Thurs.	Fri.
8:30-9:20		8:30-9:20		8:30-9:20
50 minutes		50 minutes		50 minutes

or

Jane Doe's History Class Schedule

Mon.	Tues.	Wed.	Thurs.	Fri.
	10:00-11:15		10:00-11:15	
	75 minutes		75 minutes	

Example 2. In another three credit hour course a student may be in a course for 150 minutes once a week.

Joe Doe's Business Class Schedule

Mon.	Tues.	Wed.	Thurs.	Fri.
7:00 p.m. 9:45 p.m.				



REGISTRATION PROCEDURES

Registration for classes at Southeastern Community College occurs at the beginning of each quarter and prior to the opening of the second session of summer school. Registration times and dates are normally announced well in advance through public media as well as campus publications. Registration for day classes normally occurs on the day before classes begin and registration for evening classes occurs on the night prior to the beginning of the quarter. Late registration is available through the first five days of the quarter and through the second class meeting for classes which meet only once each week. Additional registration information can be obtained by calling the Registrar's Office prior to the beginning of the quarter.

ADVISEMENT SYSTEM

Southeastern Community College has a faculty advisement program designed to identify and meet the needs of SCC students.

Students are assigned an advisor on the basis of program interest. Students will remain with their advisor throughout their/stay at SCC unless a change is requested by either the student or the faculty advisor.

STUDENT COURSE LOAD

The normal course load for a full-time freshman student is 15-18 credit hours. A student (freshman or sophomore) desiring to take more than 18 hours must obtain written permission from the dean of his program of study.

DROPPING - ADDING CLASSES

1. If you wish to drop or add a class you should obtain a Registration Change Notice (drop-add form) from the forms rack in the lobby of the main building. After completing required information on the form, you should have it signed by the instructors affected by the change, and by your advisor. Return completed form to Registrar's Office. Clearance must also be obtained from the library and financial aid office.

2. A person may register or add classes through the fifth class day of the quarter. (A late fee of $5.00 will be charged for anyone who registers after the scheduled registration day).

3. Any class may be dropped within the first 30 calendar days of the quarter without a transcript entry (except for complete withdrawals). After the 30 calendar days, a grade of WP or WF will be recorded for any class dropped.

4. WITHDRAWAL: For Complete withdrawal from the college — see No. 1 above.

TESTS AND FINAL EXAMINATIONS

The instructor may give tests and quizzes, oral and written, at his discretion. Regularly scheduled final examinations will be given at the end of each quarter.

GRADING SYSTEM

At the end of the quarter the student will receive final grades for credit courses based on the following QUALITY POINT system:

GRADE	DEFINITION	QUALITY POINTS FOR CREDIT
A	Excellent Work	4 quality points per credit hour earned
B	Good work	3 quality points per credit hour earned
C	Average work	2 quality points per credit hour earned
D	Poor work, but passing	1 quality point per credit hour earned
I	Incomplete Work	0 quality points; students must complete work by sixth week the following quarter, unless an earlier date for completion is set. Failure to complete work by the designated date will result in a 'F' grade being recorded.
IP	In Progress	
AU	A class is audited for no credit	0 quality points; students who register as AU and stop attending will receive a grade of F.
F	NO CREDIT. The student did not satisfactorily complete the minimum objectives of the course and must re-enroll if he/she wishes to receive credit for the course.	0 quality points
W	Official Withdrawal. The Student officially withdrew from the college in the first 30 calendar days of the quarter.	0 Quality points
WP	Official drop or withdrawal after 30 calendar days	
WF	Official drop or withdrawal after 30 calendar days	

Each student who is not performing satisfactorily in a subject will receive a mid-quarter evaluation of his progress in each course. Mid-quarter evaluations for the student and his adviser's informational use and are not placed on the permanent record.

STUDENT CLASSIFICATION

FULL-TIME STUDENT — a student enrolled for 12 or more credit hours per quarter.

PART-TIME STUDENT — a student enrolled for less than 12 credit hours per quarter.

FRESHMAN — a student who has accumulated throughout a number of quarters, less than 45 credit hours.

SOPHOMORE — a student who has accumulated through several quarters more than 45 credit hours but less than 98 credit hours.

SPECIAL STUDENT — a student who has not completed all requirements as a regular student and is now working toward a degree, but wants to take individual credit courses. After 15 credit hours are accumulated, the student should then apply for admission as a regular student.

WITHDRAWAL FROM COLLEGE

Students desiring to withdraw from the college should contact the Registrar's Office to obtain the necessary form for official withdrawal. A student who fails to withdraw officially will receive a grade of "F" for each course in which he is enrolled and may be unable to register in subsequent quarters. Those students who officially or unofficially withdraw may be asked to meet with the Educational Progress Assistance Committee prior to re-enrollment.

AUDITING

Students may audit courses at Southeastern Community College by going through the same registration procedure and paying the same fees as students taking those courses for credit. Students who audit courses may not be expected to complete the same requirements as students taking the course for credit. Students taking the course as an audit should arrange a meeting with their instructor early in the course to clarify their responsibilities.

ATTENDANCE

The college has no system for allowing for absences; therefore, no set number of class absences is authorized. It is expected that the student will take responsibility for a class or classes which absolutely MUST be missed. As a matter of courtesy, it is desirable that the reason for the absence be given to the instructor; this should be done prior to the absence whenever possible.

Warning notices for absences may be sent to the student by individual instructors. An excessive number of absences will result in the student's removal from the class roll. Upon removal the student will receive a grade of "F".

Any persons attending Southeastern Community College with financial assistance from the Veterans Administration and-or BEOG must adhere to a special attendance policy. Copies of this policy are published in the Student Handbook for additional information.

PROBATION
EDUCATIONAL PROGRESS
ASSISTANCE COMMITTEE

The purpose of the committee is to assist the student in the successful completion of his college goals. Successful progress towards graduation requires that the student earn a 2.00 (C) GPA on all hours attempted each quarter. A student whose GPA for any quarter is less than a 1.50 will be placed on probation for the next quarter enrolled. A letter will be sent to the student and he-she must consult with his-her advisor for additional direction. Students who demonstrate academic progress by earning a 2.00 GPA during the probationary quarter will no longer be on probation.

First time probationary students may pre-register for 14 hours maximum. They may use the add process later if the terms of probation are met. Students who have been on probation for more than one quarter in succession are not permitted to pre-register; they must go through the regular registration process.

Students who DO NOT earn a 2.00 (C) GPA during the probationary quarter must meet with the Educational Progress Assistance Committee for guidance. A letter will be sent to those students and an interview time will be scheduled. Some of the ways the committee could assist the students are (but are not limited to):

(1) reduction of course load,

(2) individual or group counseling sessions,

(3) tutoring sessions,

(4) guidance into another curriculum,

(5) guidance into other programs, and

(6) temporary discontinuance of coursework.

NOTE: Students who would like to remove their probationary status summer quarter may do so if they earn a minimum of 2.00 (C) GPA on at least 12 quarter hours. Probationary students who cannot take at least 12 quarter hours during the summer may take courses during the summer and attempt to remove their probationary status during the fall quarter of the next academic year.

Note: For information concerning satisfactory progress and financial aid eligibility, please see the 1978-79 Student Handbook or 1978-79 Financial Aid Consumer Information Booklet.

ACCESS TO STUDENT EDUCATIONAL RECORDS

BUCKLEY LAW: The Family Education Rights and Privacy Act (amended by S.J. Res. 40) gives students 18 and over, on request, the opportunity to inspect their educational records and an opportunity, if they wish, to challenge the content of their records. Parents of dependent students (according to IRS) have the same rights as noted above.

CHANGE OF PROGRAMS-
CHANGE OF ADVISORS

Any change in a program by a student, or any advisor change by a student, is not valid unless the changes are made through the official college process. This process begins by contacting the Student Development Center. Students who do not make changes by filing an appropriate request with the SDC will find that their records are neither accurate nor up to date.

ACADEMIC HONORS

Full time students who excell in their academic work are recognized by Southeastern Community College in the following ways:

1. The Dean's List is published quarterly to recognize those grade-point students who have maintained a 3.50 average on at least 12 hours of work (with NO "D", "I" or "F" grades).

2. The Honor's List is published quarterly to recognize those students who have maintained a 3.0 to 3.49 grade point average on at least 12 hours of work (with NO "D", "I" or "F" grades).

3. Full-time college transfer and two-year occupational students who maintain a cumulative GPA of 3.50 on credit hours are invited to join Phi Theata Kappa, a National Honor Fraternity for junior college students.

CREDIT BY EXAMINATION

To obtain credit, a student may take a proficiency examination, approved by the appropriate departmental faculty, the appropriate division dean and the Dean of Instruction. Regular fees will be charged for credit by examination. (Contact Registrar's office for procedure to follow.)

A veteran student may apply for credit toward graduation for training received under any of the armed forces college training programs. Credit may also be granted for specialized and technical training done under the auspices of the armed forces and courses taken through USAFI.

TRANSFER CREDITS

Southeastern Community College accepts "C" grade credits from other institutions when appropriate. The Registrar reviews each application for transfer of credit and makes a decision regarding the amount of credit to be transferred. Sometimes representatives from various departments on campus are consulted to determine an appropriate match between courses taken at other institutions and those offered at Southeastern Community College. Students desiring transfer credit should make a special effort to apply well before the beginning of a quarter. The maximum number of quarter hours that may be transferred into a degree program is 66.

APPLICATION FOR GRADUATION

During the winter quarter, students are given an opportunity to make an application for graduation, held at the end of the spring quarter. These applications include a request for data that will appear on the student's diploma. It is very important that these applications be filed when requested in order that diplomas may be accurately prepared. A $10.00 graduation fee, which includes the cost of the cap and gown and the printing of the diploma, is charged students who file for graduation during the specified time. Late fees are charged for those students who do not meet these specified deadlines. The times for applying for graduation are published in college documents.

GRADUATION REQUIREMENTS

1) All courses required by a given program must be completed with a minimum grade point average of 2.0 (C) on credit hours earned at Southeastern.

2) Associate Degrees require a minimum of 96 credit hours, the last 30 of which must be taken at Southeastern Community College.

3) RDG 101 or ENG 1101 is required for graduation. (depending upon program)

4) ORI 100 is required for graduation.

5) Attendance at graduation exercises is mandatory unless approval for absence is obtained from the commencement committee.

Southeastern Community College offers Saturday classes if there is a sufficient demand for them. Telephone: 642-7141, ext. 27.

Student Life

BOOKSTORE

The college bookstore is more than a place where textbooks can be bought and resold, though it handles this task more than adequately. It also houses a supply of paperbacks unrivalled by any other bookstore in the area. Come by and browse! If you can't find what you want, the bookstore will specially order any book on request! Jewelry, stationery, greetings cards, posters, sportswear, umbrellas, and stuffed animals are also available at the bookstore. Contact 642-7141 extension 56. Hours: Monday - Friday 9:00 to 4:00.

STUDENT DEVELOPMENT CENTER

The primary task of the Student Development Center is to assist in the development of human potentials. In carrying out this task the Student Development Center provides the following services:

Admissions Assistance
Community Outreach Services
Counseling (personal, educational, and occupational)
Financial Aid Assistance (what is available and how to apply for it)
Job Placement
Maintenance of Student Records
Registration for Classes
Student Activities
Testing (Placement and Interest Surveys)
Tutoring
Veterans Affairs
Institutional Research Evaluation

Contact: Dean for SDC
Telephone: 642-7141 Ext. 34

SPECIAL SERVICES

Special Services is a program designed to aid students with their academic objectives while at SCC. Many services are available on a free basis such as personal counseling, tutoring, transfer information, and career guidance. A cultural component is offered to introduce students to various forms of the arts. In order to apply for Special Services, a student should visit the Special Services Center in G262. For additional information please call 642-7141, extension 20, or 642-7757.

UPWARD BOUND

Upward Bound is a federally funded program designed to develop academic success skills in high school students working below their potential. The program conducts a summer and academic component for students who have completed the 9th or 10th grades and meet other requirements.

The summer program emphasizes academic courses in English, mathematics, science, and reading. Elective courses of physical education, music and art, provide the student with an innovative approach to education. During the academic school year, various cultural and educational activities are planned to provide students with an off-campus atmosphere for learning. A tutorial component is provided to students who may have difficulty in mastering their high school courses. A fully trained cadre of tutors, who are Southeastern Community College students, provide tutoring on a daily basis.

Participants in the Upward Bound Program receive a stipend each month that is used to defray transportation expenses. Nutritious meals are provided during the summer and academic year.

RESOURCES FOR STUDENT LEARNING

Resources for Student Learning serves a special population who qualify for its alternative approach to several traditional curricular areas. The student can take one course or several through RSL. RSL realizes that all students do not learn best in a lecture-oriented classroom; it offers a range of freshman level courses taught by instructors who want to help the individual student discover his own personal style of learning. Free tutoring in any course is available to all SCC students through RSL's peer tutoring program. Involvement is the KEYWORD with RSL. Telephone 642-7580, or 642-7141 extension 39.

LEARNING RESOURCES CENTER

The Learning Resources Center is a service function of the college. It provides the instructional materials and educational resources for the instructional programs of the college. The LRC consists of the following areas:

1. **Library.** SCC houses one of the largest collections in the Community College System of North Carolina. It houses over 35,000 books and has an impressive collection of non-print educational materials. The hours are 8:30 a.m. until 10:00 p.m. Monday through Thursday, and 8:30 a.m. until 5:00 p.m. on Friday. The Library's resources are available to community members as well as the students and staff of the college. Telephone: 642-7141, ext. 36.

2. **Audio - Visual — Instructional Design.** The Audio-Visual department supports the college by providing A-V equipment for classroom utilization; the instructional designer recommends and designs instructional media with the support of the AV production staff.

3. **Learning Laboratory (Programmed Instruction Center).** It is the center for the adult high school diploma program as well as the center for self-study programmed instruction courses in many subjects. Telephone 642-7141, ext. 49.

STUDENT LOUNGE

The student lounge is the focal point of much extra-curricular activity at SCC. One can always find a great deal of animated discussion among students there as well as very serious pin-ball competition. Vending machines are always on duty offering lunch and snack foods and the ever-playing juke box keeps the place lively.



Organizations and Activities

COLLEGE CHOIR exists for all members of the SCC chorus who enjoy performing at social events.

COSMETOLOGY ASSOCIATION is the professional organization of cosmetology students which provides a link with cosmetology associations on a district, state and national level.

DRAMA CLUB is open to any student or community member with a background or interest in the performing arts.

HONOR LEVEL COURSES — Honor level courses are offered for very capable and advanced students in fulfillment of Southeastern's commitment to provide appropriate levels of educational opportunity for all students. Further, it is a particular objective of Southeastern to make it known that we can and do provide extra rigorous and challenging courses for those in the community with such capabilities. Such courses have been offered in English and science; however, course offerings will be designed in any area upon sufficient demand. For further information, Telphone 642-7141, Extension 27.

HUMANITIES PROGRAM

The Humanities program helps us examine and appreciate the uniqueness and richness of the three cultures represented in Southeastern North Carolina by offering projects which focus on the three cultures, as well as on other cultures. Nigerian craftsmen, Appalachian folk musicians, weavers, graphic artists, poets, stage directors, and other creative individuals from just about every dicipline imaginable have been brought to SCC's campus to share their knowledge and talent with us. Workshops are conducted by outside resource people as well as in-house talent on a wide spectrum of subjects. The variety of Humanities projects is fantastic and makes SCC a fantastic place to be during Humanities time! Telephone 642-7141 extension 47.

FOREIGN STUDY COURSES — Foreign Study Courses have been conducted to England, Italy, Russia, and Mexico. Such opportunities are viewed as particularly enriching to one's development and overall education. Such courses will be arranged periodically or upon demand. For further information or to express interest, Telephone 642-7141, Extension 27.

PHI THETA KAPPA is the honor society for Junior and Community Colleges. College Transfer and Technical students maintaining a grade point average of 3.5 (a B plus) are eligible for nomination into the club.

PUBLICATIONS

Southeastern Community College has several official publications which are of interest to applicants and students. These publications include the BULLETIN, the STUDENT HANDBOOK, and the RAM-O-GRAM, which is published and distributed on campus twice each week. All students are responsible for the content of these publications as they relate to activities at the college. Other publications include: the Financial Aid Consumer Information Booklet and SCC Newsletter.

SCIENCE CLUB is an affiliate of the Collegiate Academy of the North Carolina Academy of Sciences and is open to students and faculty interested in sharing an interest in science-related activities.

SPORTS PROGRAM offers intramural sports activities as well as intercollegiate sports activities to all interested students.

INTERCOLLEGIATE SPORTS — Baseball, Basketball (girls & boys), Volleyball (girls) and Golf.

STUDENT GOVERNMENT ASSOCIATION provides an avenue for student participation in the organization and control of student related activities, sponsors clubs which provide for activities like a Fine Arts Concert series, a film series, dances and other activities.

STUDENT NURSES ASSOCIATION is the in-house professional organization for student nurses and provides a link for aspiring nurses at SCC with district, state, and national nursing organizations.



Community and College Services

ARTIST IN RESIDENCE

Southeastern participates in an Artist in Residence program sponsored by the North Carolina Department of Community Colleges. The artist in residence works on campus and in the community stimulating and coordinating art activities. Our artist in residence works with groups such as prisoners and school teachers, as well as with college and high school students. The Artist in Residence program promises to make quite an imprint on this institution and community in the years to come. Telephone - 642-7141 extension 47.

COMPREHENSIVE EMPLOYMENT TRAINING ACT (CETA)

The Comprehensive Employment Training Act or CETA (formerly called Manpower Development Training Act) provides comprehensive stipends to enable economically stressed persons to enroll in any one-year occupational program at Southeastern. CETA's goal is to get those eligible for its funds into a job situation as soon as possible. CETA stipends provide for living expenses as well as tuition and supply expenses. Telephone, 642-7141 extension 38.

SOUTHEASTERN IN BRUNSWICK COUNTY

Southeastern offers college transfer course work in various locations in Brunswick County to more conveniently serve the needs of students from this area. The program is now in its fourth year and continues to grow. Courses are offered mainly at night but occasional daytime and weekend offerings are also scheduled. For further information, Telephone, 642-7141, Extension 27 or The Coordinator, SCC - Brunswick Program, South Brunswick High School, Boiling Spring Lakes, N.C. 28461 or telephone 253-5232.

GENERAL EDUCATION DEVELOPMENT

The General Education Development Battery can be taken by any North Carolina resident who is 18 years or older and who has not completed his-her formal high school education. The test is comprised of five sections: reading comprehension, natural science, social science, English usage, and general mathematics. If satisfactory scores are made on the test, the adult will receive the High School Equivalency Certificate issued by the North Carolina Department of Public Instruction. Telephone 642-7141, Extension 49.

HUMAN RESOURCES DEVELOPMENT

This program, like CETA, is geared to the financially stressed individual seeking to increase his employability. It offers a six-week orientation and motivation session in which the individual is encouraged to look at his strengths and weaknesses and to become more familiar with the "world of work." The individual receives counselling from professionals who work closely with him in selecting an area of work to pursue. After completing the six-week orientation and motivation session, the individual may be afforded an opportunity for various types of skilled training: industrial sewing, welding, automotive mechanics, etc. Limited scholarships are provided through Human Resources Development. Regular tuition is $5.00 per course. Telephone 642-7141, Extension 38.

PERFORMING ARTS SERIES

The Performing Arts program is dedicated to bringing the finest in performing artists to SCC, the students, and the citizens of Southeastern North Carolina. These performances serve to enlighten us as well as to expand our awareness of the arts.

DEPT. OF CORRECTIONS

Another project SCC is sponsoring is a training program at the Brunswick Correctional Unit, a minimum security prison for felons in Columbus County. Curriculum and non-curriculum courses are offered in small engine repair, masonry, residential wiring, plumbing-pipework, and high school completion.

COLUMBUS WORKSHOP

The Columbus workshop situated in the Carver Moore School in Northwest Columbus County is comprised of handicapped people who perform a variety of jobs for industry and individuals. The workshop is sponsored by the Columbus County Mental Health Association. SCC assists the Columbus workshop by providing instructors who teach Adult Basic Education and skills to Columbus Workshop clients. Telephone 642-7141, extension 30.

RETIRED SENIOR VOLUNTEER PROGRAM

This program is open to persons 60 years of age or older in Columbus County who would like to become more involved in volunteer service to their community. RSVP volunteers offer their time on a regular basis in the hospital, schools, libraries, rest homes, and various other settings. For additional information telephone 642-6274.

SPEAKERS' BUREAU

As a community service Southeastern shares its talented faculty and staff with community organizations at no cost. The group of speakers is versed in a variety of topics ranging from "Life as a Foreign Exchange Student in a Small Mexican Town" to "Why a New Math." Telephone 642-7141 extension 30.

Occupational Education

Certificate Programs

AIR CONDITIONING AND REFRIGERATION (PENDING STATE DEPRTMENT APPROVAL) CERTIFICATE

Purpose of Curriculum
The improvement of air conditioning and refrigeration systems requires trained persons to install, operate, maintain, and service and complex equipment involved in these systems.

Entrance Requirements
This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Program Description
The program is designed to train the student in the skills required by the air conditioning and refrigeration areas. These include installation, inspection, maintenance and repair of commercial equipment, connection of motors, compressors, temperature controls, humidity controls and circulating fans to control panels, testing of systems, observation pressure and vacuum gauges, and adjustments of control to insure proper operation.

REQUIRED CURRICULUM
EVENING PROGRAM

		1st Quarter	Credits
AHR	1121	Principles of Refrigeration	6(4-6)
ELC	1102AA	Applied Electricity	3(2-3)
BPR	1101	Blueprint Reading	1(1-0)
			10(7-9)

		2nd Quarter	Credits
AHR	1122	Domestic & Commercial Refrigeration	6(4-6)
ELC	1102BB	Applied Electricity	3(2-3)
			9(6-9)

		3rd Quarter	Credits
AHR	1128	Automatic Control	5(3-6)
BPR	1110	Blueprint Reading & Sketching	1(0-3)
AHR	1123AA	Principles of Air Conditioning	2(1-3)
			8(4-12)

		4th Quarter	Credits
AHR	1123BB	Principles of Air Conditioning	8(4-12)
			8(4-12)

Total Credit Hours Required: 35

This program is available during the day school with the addition of:

BPR	1116	Blueprint Reading - Air Conditioning	2(1-3)

Total Credit Hours Required: 37

ELECTRICAL INSTALLATION MAINTENANCE (PENDING STATE DEPARTMENT APPROVAL) CERTIFICATE

PURPOSE OF CURRICULUM
The explosion of technical knowledge within the last ten years has created a demand for competently trained technicians capable of applying electrical principles in today's complex industrial settings. It has also placed a demand upon educational institutions to adequately train technicians for jobs in the areas of research, design, development, production, maintenance, construction and sales.

ENTRANCE REQUIREMENTS:
This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

PROGRAM DESCRIPTION
The graduate of the electrical program will be qualified to enter the electrical field where he will assist in the planning, layout, installation, check-out, and maintenance of electrical equipment in residential, commercial, and industrial plants.

REQUIRED CURRICULUM
EVENING PROGRAM

		1st Quarter	Credits
ELC	112AA	Direct & Alternating Current	4(2-6)
ELC	114AA	Residential Wiring (NEC)	4(2-6)
			8(4-12)

		2nd Quarter	
ELC	112BB	Direct & Alternating Current	3(1-6)
ELC	114BB	Residential Wiring	4(3-3)
BPR	1104	Blueprint Reading - Mechanical	2(1-2)
			9(5-11)

		3rd Quarter	
ELC	112CC	Direct & Alternating Current	3(2-3)
BPR	110	Blueprint Reading & Sketching I	2(1-2)
ELC	115AA	Commercial & Industrial Wiring	4(2-6)
			9(5-11)

		4th Quarter	
ELC	115BB	Commercial & Industrial Wiring	5(3-9)
BPR	113	Blueprint Reading & Sketching II	2(1-2)
			7(4-11)

Total Credit Hours Required: 33

This program is available during the day school with the addition of:

ELN	101	Instruments & Measurements I	2(1-2)
ELN	102	Instruments & Measurements II	2(1-2)

Total Credit Hours Required: 37

GENERAL WELDING CERTIFICATE

Program Justification
The general welding curriculum is designed to provide instruction and training through a short term program for adults not able to participate in the full-time welding diploma program.

Entrance Requirements
This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles-Employment Possibilities
Welder: pipe-welder; welder fitter; specialist welder; welding supervisor; welding analyst; welding technician; inspector's assistant; inspector; welding foreman; welder; pipe welding; welding positions in industries such as ship building; automotive aircraft; guided missiles; railroads, construction; pipe-fitting; production shop and job shop.

Program Description
Oxyacetylene welding and cutting, arc welding, and inert gas welding are introduced in this program and practical experience with these forms of welding is stressed. Instruction and experience in pipe-welding are also provided. Blueprint reading and template design is an essential part of a welder's education and these are stressed in the welding certificate program.

REQUIRED CURRICULUM

			Credits
ORI	100	Freshman Orientation	1(1-0)
WLD	1000	Oxyacetylene Welding and Cutting	3(1-5)
WLD	1001	Arc Welding (Straight Polarity)	3(1-5)
WLD	1002	Arc Welding (Reverse Polarity	3(1-5)
WLD	1003	Arc Welding (Low Hydrogen)	3(1-5)
WLD	1004	Inert Gas Shield Welding (TIG)	3(1-5)
WLD	1005	Inert Gas Shield Welding (MIG)	3(1-5)
WLD	1006	Pipe Welding	3(1-5)
WLD	1007	Advanced Pipe Welding Tec.	3(1-5)
WLD	1008	Certification Practice	3(1-5)
BPR	1104	Blueprint Reading	2(1-2)
BPR	1117	Blueprint Reading	2(1-2)
BPR	1118	Pattern Development and Sketching	2(1-2)
			34(12-51)

Total Credit Hours Required: 34

PRACTICAL RADIO AND TELEVISION REPAIR CERTIFICATE

Purpose of Curriculum
This curriculum was written primarily for the purpose of providing certain individuals an opportunity to gain a measure of skill in radio and television repair by attending class on a part-time basis during the evening hours. A major objective of the curriculum is to focus on the speciality subject area with related information introduced at the appropriate time in order for the student to gain maximum benefit from the learning experience.

Entrance Requirements
This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Program Description
This program is offered on a part-time basis in the evening school. It consists of six quarters of instruction and covers a time space of eighteen months.

Graduates of this program working under supervision of experienced radio and television repairmen will test and troubleshoot circuitry, install replacement parts and perform other routine service operations as directed. Through experience and additional study in depth, graduates of this program may acquire the knowledge and develop the necessary skills to become proficient in diagnosing and servicing radio and television sets.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ELN	1104	Fundamentals of Electronics I	4(2-4)
			5(3-4)

		2nd Quarter	Credits
ELN	1105	Fundamentals of Electronics II	4(2-4)

		3rd Quarter	Credits
ELN	1106	Amplifer Systems and Servicing	4(2-4)

		4th Quarter	Credits
ELN	1107	Practical Radio Servicing	4(2-4)

		5th Quarter	Credits
ELN	1115	Television Receiver Circuits and Servicing I	4(2-4)

		6th Quarter	Credits
ELN	1116	Television Receiver Circuits and Servicing II	4(2-4)

Total Credit Hours Required: 25

Diploma Programs

AIR CONDITIONING AND REFRIGERATION (DIPLOMA)

Program Justification
In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new buildings constructed for business and commercial use have all year comfort systems. Many homes now have air conditioning and the trend is definitely in the direction of more all-year systems of cooling and heating. The trend is equally an upward one for refrigeration systems. The improvement of air conditioning and refrigeration systems requires training persons to install, operate, maintain, and service the complex equipment involved in these systems.

Entrance Requirements
This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles-Employment Possibilities
Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The serviceman is employable in areas of sales, maintenance, installation, and in the expanding fields of truck and trailer refrigeration.

Program Description
The program is designed to train the student in the skills required by the air conditioning and refrigeration areas. These include installation, inspection, maintenance and repair of commercial equipment, connection of motors, compressors, temperature controls, humidity controls and circulating fans to control panels, testing of systems, observation of pressure and vacuum gauges, and adjustments of control to insure proper operation.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
AHR	1121	Principles of Refrigeration	6(4-6)
MAT	1101	Fundamentals of Mathematics	4(4-0)
ENG	1101	Reading Improvement	3(3-0)
ELC	1102	Applied Electricity	6(4-6)
			20(16-12)
		2nd Quarter	
AHR	1122	Domestic & Commercial Refrigeration	6(4-6)
MAT	1102	Fundamentals of Algebra	3(3-0)
ENG	1102	Communication Skills	3(3-0)
AHR	1128	Automatic Controls	5(3-6)
BPR	1104	Blueprint Reading	2(1-2)
			19(14-14)
		3rd Quarter	
AHR	1123	Principles of Air Conditioning	10(5-15)
BPR	1116	Blueprint Reading-Air Conditioning	2(1-3)
PSY	1101	Human Relations	3(3-0)
			15(9-18)
		4th Quarter	
AHR	1124	Air Conditioning & Refrigeration Servicing	5(3-6)
AHR	1126	All Year Comfort Systems	5(3-6)
MEC	1120	Duct Construction & Maintenance	5(3-6)
BUS	1103	Small Business Operation	3(3-0)
			18(12-18)

Total Credit Hours Required: 72

AUTOMOTIVE BODY REPAIR (DIPLOMA)

Program Justification
The field of automobile body repair and painting is growing rapidly. As a result of this growth, there is a tremendous demand for well-trained, skilled individuals who can work in all phases of auto body repair.

Entrance Requirements
This program requires a high school diploma or its equivalent. However, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles-Employment Possibilities
Employment opportunities are excellent in the rapidly growing field of auto body repair. Independent repair shops or those which are part of automobile dealer service departments provide many employment opportunities. Many graduates, after gaining experience and developing their skills, open their own repair business.

Program Description
The field of automobile body repair and painting needs many more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practicial experiences as close as possible to actual on the job situations. The practical experience and related training provide an ideal way to prepare the student for entry into an occupation that offers many job opportunities.

REQUIRED CURRICULUM

		1st Quarter	Credits
AUT	1111	Auto Body Repair I	9(4-15)
ENG	1101	Communication Skills	5(5-0)
MAT	1101	Fundamentals of Math	5(5-0)
PME	113	Automotive Wiring Diagrams	3(3-0)
ORI	100	Freshman Orientation	1(1-0)
			23(18-15)
		2nd Quarter	
AUT	1112	Auto Body Repair II	9(4-15)
PHY	1101	Applied Science I	4(3-2)
WLD	1101	Basic Arc and Gas Welding	1(0-3)
PSY	1101	Human Relations	3(3-0)
WLD	1105	Auto Body Welding	1(0-3)
			18(10-23)
		3rd Quarter	
AUT	1113	Metal Finishing and Painting	7(3-12)
AUT	1115	Trim and Glass Installation	5(2-9)
AHR	101	Automotive Heating and Air Conditioning	4(2-4)
PSY	1102	Applied Science II	4(3-2)
			20(10-27)
		4th Quarter	
AUT	1114	Body Shop Applications	10(3-21)
BUS	1103	Small Business Operations	3(3-0)
			13(6-21)

Total Credit Hours Required: 74

AUTOMOTIVE MECHANICS (DIPLOMA)

Program Justification
The technology of automotive vehicles changes each year. There is a need for trained transportation maintenance technicians who have a broad understanding of the principles, as well as, specialized expertise so they can readily adapt to technological changes and new techniques required in servicing and repair.

Entrance Requirements
This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles-Employment Possibilities
The transportation maintenance technician has a knowledge of laboratory procedures in automotive and associated areas. He-she is capable of operating laboratory equipment and instruments to perform a variety of tests on materials and equipment. Included also may be performance testing of new materials and equipment. The diagnostician, with use of instruments, can locate automotive or electrical defects and arrange for repair. He-she often records data that is required, writes reports and makes recommendations.

Program Description
The program is designed to train the student in the specific skills required to inspect, diagnose, repair and adjust automotive vehicles. Key principles involved in the operation of the modern automobile are explored in a classroom setting, in discussion groups, and, of course, in shop. The program is designed according to the 'career ladder' approach; the student whose chooses to obtain a one-year diploma will take the first four quarters listed in the curriculum below. Students wishing at that time or at a later time to continue in transportation maintenance technology may complete the last four quarters, and receive an Associate in Applied Science Degree, providing a 'C' average has been maintained. See Transportation Maintenance Technology.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
PME	102	Automotive Ignition Systems	5(2-7)
PME	112	Automotive Fuel Systems	5(2-7)
ENG	1101	Reading Improvement	5(5-0)
MAT	1101	Fundamentals of Math	5(5-0)
			24(18-14)
		2nd Quarter	
PME	101	Internal Combustion Engines	5(2-6)
PME	111	Engine Rebuilding	4(1-6)
PHY	1101	Applied Science I	4(3-2)
PSY	1101	Human Relations	3(3-0)
WLD	1101	Basic Gas Welding	1(0-3)
			19(9-17)
		3rd Quarter	
PME	121	Automotive Brake Systems	3(1-4)
PME	123	Automotive Chassis & Suspension Systems	4(2-4)
PME	103	Automotive Electrical Systems	4(2-4)
AHR	101	Automotive Heating & Air Conditioning	4(2-4)
PHY	1102	Applied Science II	4(3-2)
			19(10-18)
		4th Quarter	
PME	124	Automotive Transmission & Power Trains	7(3-9)
PME	1125	Automotive Servicing	6(3-9)
BUS	1103	Small Business Operations	3(3-0)
			16(9-18)

Total Credit Hours Required: 78

CARPENTRY AND CABINET MAKING (DIPLOMA)

Program Justification
Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and powertools. The work must conform to local building codes for both residential and commercial structures.

Entrance Requirements
This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Program Description
This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He would have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Related Job Titles-Employment Possibilities

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the speciality as layout carpenter, framing carpenter, concrete form carpenter, saffolding carpenter, accoustical and insulating carpenter, and finish carpenter.

REQUIRED CURRICULUM

		1st Quarter	Credits
MAT	1101	Fundamentals of Mathematics I	4(4-0)
BPR	1110	Blueprint Reading: Building Trades	1(0-3)
CAR	1101	Carpentry	8(3-15)
ORI	100	Freshman Orientation	3(3-0)
			16(10-18)
		2nd Quarter	
ENG	1101	Communication Skills	5(5-0)
MAT	1103	Geometry	3(3-0)
BPR	1111	Blueprint Reading & Sketching	1(0-3)
CAR	1102	Carpentry: Millwork & Cabinet Making	8(3-15)
			17(11-18)
		3rd Quarter	
PSY	1101	Human Relations	3(3-0)
CAR	1113	Carpentry: Estimating	4(3-3)
CAR	1103	Carpentry: Framing	8(3-15)
			15(9-18)
		4th Quarter	
CAR	1114	Building Codes	3(3-0)
BUS	1103	Small Business Operations	3(3-0)
CAR	1104	Carpentry: Finishing	9(3-18)
			15(9-18)

Total Credit Hours Required: 63

CHILD DEVELOPMENT PROGRAM (DIPLOMA) CHILD CARE WORKER

Program Justification

Recent research has reemphasized the importance of fostering maximum learning and development during the early years of life. After all, ages 0-5 are the building block years for a child. In the pre-school years personality is developed, physical growth is great, and the learning of basic concepts is extremely important. To maximize the child's early development it is essential to have trained persons to teach and to create an exciting, child-centered environment in which the child can learn and explore.

Entrance Requirements

This program requires a high school diploma or its equivalent. The student must have a desire to work with young children. The student must take placement tests before registering for classes.

Related Job Titles-Employment Possibilities

Persons graduating from the child development program may be employed in day care centers, child-development centers, and private or home operations.

Program Description

The child development program takes place mainly in Southeastern's laboratory observation school for preschoolers. Here the student learns both the physical and psychological characteristics of the pre-school child, as well as learns from practical experience how to be an effective adult in a pre-school program.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	College Orientation	1(0-0)
ENG	1101	Communication Skills	5(5-0)
CDE	118	Child Development for Day Care Workers	3(3-0)
CDE	104	Foods for Children	4(3-2)
CDE	119	Introduction to Early Childhood Education	4(3-2)
CDE	102	Rhythmic Activities and Creative Expression	4(3-2)
			21(17-6)
		2nd Quarter	
CDE	120	Curriculums for Child Care Centers	5(3-5)
CDE	121	Home and Community Influences on Children	4(3-2)
CDE	106	Science-Preschoolers	4(3-2)
CDE	122	Working with the Young Child with Problems	3(3-0)
MAT	91	Arithmetic Refresher	21(17-9)
		3rd Quarter	
CDE	110	Creative Activities for Young Children	5(3-5)
CDE	123	Language Development in Children	4(3-2)
CDE	124	Books for Children	4(3-2)
CDE	125	Administratration and Supervision in a Pre-school Facility	3(3-0)
			16(12-9)
		4th Quarter	
CDE	114	Internship in a Preschool	7(2-18)
HED	206	First Aid and Safety	5(5-0)
CDE	112	Child Guidance	3(3-0)
			15(10-18)

Total Credit Hours Required: 73

COSMETOLOGY (DIPLOMA)

Program Justification

The cosmetology field has grown in recent years. The chemical sophistication of cosmetics as well as the growing demand for cosmetological services for both sexes, has increased the need for trained cosmetology specialists.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles-Employment Possibilities

Cosmetologist, beautician, hairdresser, manicurist, beauty parlor operator

Program Description

Instruction is provided in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and hair styling. Graduates of the program are eligible to apply to the State Board of Cosmetics Arts to become a Registered Cosmetologist.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
COS	1101	Introduction to Cosmetology	5(5-0)
COS	1102	Mannequin Practice	10(0-30)
			16(6-30)
		2nd Quarter	Credits
COS	1103	Basic Theory I	5(5-0)
COS	1104	Practical Skills I	9(0-27)
ENG	1101	Communications Skills	5(5-0)
			19(10-27)
		3rd Quarter	Credits
COS	1105	Basic Theory II	5(5-0)
COS	1106	Practical Skills II	9(0-27)
BUS	220		
	or		
PSY	1101	Human Relations	3(3-0)
			17(8-27)
		4th Quarter	Credits
COS	1107	Salon Management	5(5-0)
COS	1108	Advanced Hairdressing	10(0-30)
			15(5-30)
		Optional 5th Quarter	Credits
COS	1199	Basic Skill Review	9(0-25)
			9(0-25)

Total Credit Hours Required: 67

ELECTRICAL INSTALLATION AND MAINTENANCE (DIPLOMA)

Purpose of Curriculum

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment.

This curriculum will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals.

Entrance Requirements

High school diploma or equivalent is desired; however, students not meeting this requirement may be accepted as a special student.

Job Description

The graduate of the electrical program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in our school.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ELC	112	Direct and Alternating Current	10(5-15)
MAT	1101	Fundamentals of Mathematics I	5(5-0)
ENG	1101	Communication Skills	5(5-0)
			21(16-15)
		2nd Quarter	Credits
ELC	113	AC-DC Machines and Controls	10(5-15)
ELN	101	Instruments and Measurements I	2(1-2)
MAT	1102	Fundamentals of Algebra	3(3-0)
BPR	110	Blueprint Reading and Sketching I	2(1-2)
			17(10-19)
		3rd Quarter	Credits
ELC	114	Residential Wiring	8(5-9)
ELN	108	Industrial Electronics I	5(3-6)
PSY	1101	Human Relations	3(3-0)
BPR	113	Blueprint Reading and Sketching II	2(1-2)
			18(12-17)
		4th Quarter	Credits
ELC	115	Commercial and Industrial Wiring	9(5-12)
ELN	109	Industrial Electronics II	5(3-6)
BUS	1103	Small Business Operations	3(3-0)
			17(11-18)

Total Credit Hours Required: 73

INDUSTRIAL MAINTENANCE - ELECTROMECHANICAL (DIPLOMA)

Purpose of Curriculum

This curriculum will provide a training program in the basic knowledge, fundamentals, and practices involved in industrial maintenance. A large portion of the program is devoted to laboratory and shop instruction to maintain machines that are controlled by electrical and fluid power devices. It is designed to provide a well-rounded individual who can handle a variety of maintenance jobs in the industrial plant.

Entrance Requirements

High school diploma or equivalent is desired; however, students not meeting this requirement may be accepted as a special student.

Job Description

The graduate of this program should be prepared to enter employment as an on-the-job trainee in an industrial plant. The maintenance force performs maintenance inspections, preventive maintenance, repair and overhaul of existing equipment, installs new machines, and salvages old equipment. Also be responsible for keeping production equipment and other components of the plant in good working order.

REQUIRED CURRICULUM

		1st Quarter	Credits
ELC	1112	AD-DC Current	10(5-15)
BPR	1104	Blueprint Reading	2(1-2)
MAT	1101	Fundamentals of Math	5(5-0)
ORI	100	Freshman ORI	1(1-0)
			18(12-17)
		2nd Quarter	Credits
PLU	1110	Plumbing Pipework	6(3-9)
PLU	1120	Low Pressure Steam Systems	4(2-6)
ENG	1101	Communication Skills	5(5-0)
MAT	1103	Geometry	3(3-0)
			18(13-15)
		3rd Quarter	Credits
MEC	1145	Measurement & Layout	2(1-3)
MEC	1120	Duct Construction & Maintenance	5(3-6)
PLU	1126	Hydraulic Systems-Plumbing	3(2-3)
WLD	1101	Basic Art & Gas Welding	3(3-0)
PSY	1101	Human Relations	3(3-0)
			16(11-15)
		4th Quarter	Credits
ELC	1115	Commercial & Industrial Wiring	9(5-12)
AHR	1126	All Year Comfort Systems	5(3-6)
BUS	1103	Small Business Operations	3(3-0)
			17(11-18)
		5th Quarter	Credits
AHR	1123	Principles of Air Conditioning	10(5-15)
ELN	1108	Industrial Electronics I	5(3-6)
			15(8-21)
		6th Quarter	Credits
PLU	1125	Industrial Piping	6(3-9)
WLD	1121	Arc Welding	8(3-15)
			14(6-24)

Total Credit Hours Required: 98

PLUMBING AND PIPEFITTING (DIPLOMA)

Program Justification

Plumbers are the craftsmen who install pipe systems which carry water, steam, air, or other liquids or gases needed for sanitation, heating, industrial production and various other uses. During the past decade there has been a steady increase in the demand for the draftsmen. As building construction continues to increase this demand for plumbers will also increase.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Program Description

The curriculum in plumbing and heating is designed to train the individual to enter this occupation with the knowledge and basic skills that will enable him to perform effectively. Courses in plumbing practices and heating are included to provide practical experience as well as the theoretical information that one must know to advance and keep up-to-date with new innovations. Other courses in communication skills, physics, human relations and business operations are provided to assist the individual in occupational growth.

Related Job Titles-Employment Possibilities

Opportunities for plumbers and pipefitters may be found with plumbing and pipefitting contractors in new building construction. A substantial proportion of plumbers are self-employed or work for plumbing contractors doing repair, alteration, or modernization work. Some plumbers install and maintain pipe systems for government agencies and public utilities, and some work on the construction of ships and aircraft. Pipefitters, in particular, are employed as maintenance personnel in the petroleum, chemical, and food-processing industries.

REQUIRED CURRICULUM

		1st Quarter	Credits
ENG	1101	Communication Skills	5(5-0)
PHY	1101	Applied Science I	4(3-2)
DFT	1110	Blueprint Reading Building Trades	1(0-3)
MAT	1101	Fundamentals of Mathematics	5(5-0)
PLU	1110	Plumbing Pipework	6(3-9)
ORI	100	Freshman Orientation	1(1-0)
			22(17-14)
		2nd Quarter	Credits
PHY	1102	Applied Science II	4(3-2)
DFT	1115	Blueprint Reading: Plumbing Trades	1(0-3)
PLU	1111	Domestic Water Systems	5(2-9)
PLU	1120	Low Pressure Steam Systems	4(2-6)
			14(7-20)
		3rd Quarter	Credits
PSY	1101	Human Relations	3(3-0)
PLU	1121	High Pressure Steam Systems	6(3-9)
WLD	1101	Basic Arc & Gas Welding	3(2-3)
PLU	1112	Installation of Plumbing Fixtures	6(3-9)
			18(11-21)
		4th Quarter	Credits
BUS	1103	Small Business Operations	3(3-0)
PLU	1126	Hydraulic Systems Plumbing	3(2-3)
PLU	1125	Industrial Piping	6(3-9)
PLU	1123	Hot Water and Panel Heating	5(3-6)
			17(11-18)

Total Credit Hours Required: 71

POTTERY PRODUCTION PROGRAM (DIPLOMA)

Program Justification

North Carolina's pottery making industry needs craftsmen producing quality work on a regular basis supply in the many craft-shops in Eastern North Carolina. This program will prepare pottery makers who can function effectively in the field of pottery production, and will provide upgrading to the North Carolina pottery making industry.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Program Description

A four quarter curriculum designed to prepare men and women for gainful employment or self-employment in pottery or pottery related fields. This curriculum takes the practical approach of correlating theoretical concepts of learning with manipulative skills. This is accomplished by integrating theory and skills into one practice of a manipulative nature.

Related Job Titles-Employment Possibilities

Craftsman, glazer, designer, mold-maker, slip-caster in ceramic industry.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
CER	1101	Pottery I Ceramic Materials Procedures & Techniques	14(8-18)
			15(9-18)
		2nd Quarter	Credits
ENG	1101	Communication Skills	5(5-0)
CER	1102	Pottery II Ceramic Materials Procedures & Techniques	8(5-9)
CER	1105	Pottery Practicum II	5(0-15)
			18(10-24)
		3rd Quarter	Credits
BUS	1103	Small Business Operations	3(3-0)
CER	1103	Pottery III Ceramic Materials Procedures & Techniques	8(5-9)
CER	1106	Pottery Practicum II	5(0-15)
			16(8-24)
		4th Quarter	Credits
CHEM	100	Introduction to Modern Chemistry	1(1-0)
CER	1104	Pottery IV. Ceramic Materials, Glaze Theory, Calculations, and Kiln Designs	8(5-9)
CER	1107	Pottery Practicum III	5(0-10)
		Elective (Humanities or Arts.	3(3-0)
			17(9-24)

Total Credit Hours Required: 66

PRACTICAL NURSING (DIPLOMA)

Program Justification

The health-care field has expanded greatly in the last few years. The nursing profession is an integral part of the health-care field and is demanding para-professional as well as professional (registered) nurses.

Entrance Requirements

The Practical Nursing Program is designed to be completed in four quarters. It is designed to accommodate seventeen students. Applicants must have completed high school requirements prior to registration day. Suggested high school subjects include: (1) biology, (2) chemistry, and (3) algebra. Applicants not having completed these courses may take them at S.C.C. prior to admission to the nursing program. Preference is given to applicants maintaining a class standing in the top half of their high school graduating class. The prospective student will be permitted to take the Comparative Guidance and Placement test only once yearly. The required admission scores for the CGP are as follows:

Reading—National percentile of 34 or above
Year 2000—National percentile of 20 or above
Math-National percentile of 20 or above
(Applicants must achieve the required Reading scores).

Applicants may be considerated for admission provided they achieve one of the scores in either Math or Year 2000 with the other score not below the 10th percentile and after persons meeting the minimum scores have been considered.

Application materials for the Practical Nursing Program should be completed and in the Admissions office no later than April 15, for consideration for admission to the class beginning the following September. A completed application folder must include the following: (1) high school transcript, (2) college transcript(s) if applicant attended another college, (3) medical record, (4) dental record, (5) Comparative Guidance and Placement test scores, and (6) suitability statement from student's advisor if applicant is student at S.C.C. The applicant will assume the responsibility for assuring that these forms are in the folder. Medical and Dental records must be mailed directly to the Admissions Office by the doctor.

Applicants will be interviewed and counseled regarding the results of the Comparative Guidance and Placement test. Those who fail to meet the established high school and-or CGP admission criteria will not receive further consideration for admission into the Practical Nursing Program. Applicants not meeting the established requirements will be counseled regarding other programs offered at S.C.C.

Applicants meeting the nursing admission requirements will be interviewed by the Nursing Admissions Committee. The acceptance or rejection of the applicant will be determined by the Nursing Admissions Committee.

The applicant will be required to provide evidence to the Nursing Department that they meet the following conditions:

Physical and emotional health and/physical capability on a level which would indicate the/applicant's ability to provide safe nursing care to the public. This includes vision, hearing, and physical capability on a level acceptable with safe nursing care.

The Nursing Department will rule in individual cases of unusual medical problems as to the suitability of the applicant to provide safe nursing care.

Students who are not willing to attend clinical labs and adhere to hospital regulations as prescribed by the nursing curriculum, including time and place, will not be accepted into the program.

The Nursing Department operates within contracts that the college has with area hospitals for clinical experences and will not knowingly accept a student that does not comply with area hospital standards.

Those students who have demonstrated a potential for nursing in previous admission may be given priority on readmission over a new applicant.

The Nursing Department reserves the right to dismiss from the program a student who presents problems in physical or emotional health that do not respond to appropriate treatment and-or counseling within a reasonable period of time. Further, a student may be dismissed if he-she demonstrates behavior which conflicts with safety essential to nursing practice.

The grading scale for the Practical Nursing Program is as follows:

A - 93-100
B - 85-92
C - 84-77
F - 76.99 or below

Clinical labs are evaluated as satisfactory or unsatisfactory. Student must pass in clinical area in order to register for following quarter regardless of theory grade. All nursing courses must be successfully completed each quarter before registering for the next quarter.

Attendance is essential. The student is responsible for all material covered and tests given in his-her absence. Clinical absence shall not exceed two (2) and classroom absences shall not exceed three (3). Clinical days missed will have to be made up. Tests will be rescheduled at the convenience of the instructor. Excess absences may constitute dismissal from the program. The nursing instructor must be notified before clinical lab begins if a student is unable to attend; failure to do so will constitute an unsatisfactory lab grade. Three (3) tardy days constitute one absence.

Students are required to wear regulation uniforms, name pins, white shoes, white hose, and cap while on clinical assignment. The uniform should touch the top of the knee. Uniforms must be clean and neat. A watch with second hand and plain washable band, bandage scissors, and pen with black ink are required. Hair must be neat. It should be styled off the collar and close to the head. If worn, earrings must be simple and discreet. Cosmetics should be worn sparsely if at all.

Students are required to purchase liability malpractice insurance. The forms will be furnished on acceptance into the program. The policy number must be on file in the Director's office prior to clinical assignment.

Transportation to and from clinical labs will be provided by the student.

Since Practical Nursing Education Programs vary from school to school in both content and sequence of courses, we do not have a policy to accept students except in the fall quarter.

Freshmen ADN students at S.C.C. may choose to transfer into the PN program up to the third week of fall quarter providing space is available. Sophomore level ADN students desiring to transfer into the PN program may be considered if space is available. Any student requesting to transfer must be in good standing clinically and must have written permission of the coordinator of the PN program and the Director of Nursing.

Practical Nursing graduates who have failed to meet minimum requirements on the North Carolina State Board Test Pool Examination may reapply to the PN program. All course work and clinical rotation must be completed prior to recommendation for the student to rewrite the State Board Examination.

Related Jobs-Employment Possibilities

Practical Nurse. The practical nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and in some localities, public health facilities. In all situations the practical nurse functions under supervision of a registered nurse and-or licensed physician. The practical nurse may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Program Description

The Practical Nursing program is accredited by the North Carolina Board of Nursing. Graduates of this program will be eligible to take the State Board Test Pool Licensing Examination for registration as a Practical Nurse.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
NUR	1101	Fundamentals of Practical Nursing I	9(7-6)
NUR	1110	Anatomy and Physiology	5(5-0)
NUR	1111	Nutrition	5(5-0)
ENG	1103	Language Skills Practical Nursing	5(5-0)
			25(23-6)

		2nd Quarter	Credits
NUR	1102	Fundamentals of Practical Nursing	6(5-3)
NUR	1112	Maternity Nursing	7(5-6)
NUR	1103	Medical-Surgical Nursing I	6(4-6)
			19(14-15)

		3rd Quarter	Credits
NUR	1104	Medical-Surgical Nursing II	8(5-9)
NUR	1114	Pediatric Nursing	7(4-9)
NUR	1115	Pharmacology I	4(4-0)
			19(13-18)

		4th Quarter	Credits
NUR	1116	Pharmacology II	4(4-0)
NUR	1105	Medical-Surgical Nursing III	14(6-24)
			18(10-24)

Pre-requisite: Student must successfully pass all nursing courses each quarter before registering for the next quarter.

Total Credit Hours Required: 81

VETERAN FARM AGRICULTURAL PROGRAM (DIPLOMA)

Program Description

This program is designed for veterans who farm or are engaged in agriculture employment. Only those veteran students who are engaged in suitable agriculture employment will qualify for VA benefits. If a student fails to continue to meet the agricultural employment requirement, his eligibility will be terminated. The program utilizes a "career ladder" approach. This means that the student may pursue either a Diploma, or with the addition of several courses to the Diploma curriculum, he may obtain an Associate in Applied Science degree.

Entrance Requirements:

The Veteran Farm Agriculture Program is open to anyone desiring to further their education in the area of agriculture. Those persons desiring VA benefits must receive their principal source of income from farming. This criteria will be evaulated by an on-site visit to determine VA eligibility.

Program Justification

Rapid social and technological change has had many repercussions on agriculture. This program allows the veteran farmer to continue farming and at the same time update his knowledge of agriculture and relevant skills. The importance of this program in a rural primarily agricultural economy cannot be overstressed.

REQUIRED CURRICULUM

		1st Quarter	Credits
AGR	100	Farm Pond Development	1(1-0)
AGR	101	Farm Tractor I	3(2-3)
AGR	102	Farm Business Management	2(2-0)
AGR	104	Beef & Swine Production	2(2-0)
			8(7-3)
		2nd Quarter	**Credits**
AGR	107	Farm Tractors II	4(5-3)
AGR	123	Horticulture	2(2-0)
			6(7-3)
		3rd Quarter	**Credits**
AGR	107	Farm Accounting & Records	2(2-0)
AGR	109	Soil Science & Forage Crops	2(2-0)
AGR	125	Cabinet Making & Repair	3(2-3)
MAT	191	Metric System	1(1-0)
			8(7-3)
		4th Quarter	**Credits**
AGR	124	Plant Propagation & Identification	2(2-0)
AGR	134	Tobacco Productions	2(2-0)
AGR	114	Farm Electrification	3(2-3)
AGR	131	Soybean Production	2(2-0)
			9(8-3)
		5th Quarter	**Credits**
AGR	156	Techniques of Welding I	3(2-3)
AGR	111	Feeds and Feeding	2(2-0)
AGR	113	Wildlife Management	2(2-0)
AGR	115	Farm Service Agency	1(1-0)
			8(7-3)
		6th Quarter	**Credits**
AGR	136	Agricultural Math	1(1-0)
AGR	130	Pesticides	2(2-0)
AGR	132	Livestock Diseases & Parasites	2(2-0)
AGR	122	Farm Machinery Repair & Maintenance I	3(2-3)
			8(7-3)
		7th Quarter	**Credits**
AGR	128	Farm & Home Construction I	3(2-3)
AGR	121	Weed Identification & Control	2(2-0)
AGR	135	Agriculture Law	2(2-0)
AGR	140	Vegetable Production	1(1-0)
			8(7-3)
		8th Quarter	**Credits**
AGR	138	Farm Records & Taxes	2(2-0)
AGR	139	Fertilizers & Lime	2(2-0)
AGR	158	Farm & Home Construction II	3(2-3)
AGR	162	Farm Marketing	1(1-0)
			8(7-3)
		9th Quarter	**Credits**
AGR	144	Opportunities in Agriculture Business	1(1-0)
AGR	133	Farm Water & Plumbing Systems I	3(2-3)
AGR	110	Animal Science	2(2-0)
AGR	117	Grain Crops & Animal Feed	2(2-0)
			8(7-3)
		10th Quarter	**Credits**
AGR	153	Farm Water & Plumbing Systems II	3(0-5)
AGR	141	Surveying	3(2-3)
			6(2-8)
		11th Quarter	**Credits**
AGR	137	Home Appliance Repair	4(2-3)
AGR	143	New Sources of Farm Income	2(2-0)
AGR	163	Seed Production	2(2-0)
AGR	164	Community Leadership	1(1-0)
			9(7-3)
		12th Quarter	**Credits**
AGR	171	Farm Insurance	2(2-0)
AGR	172	Outdoor Recreation	1(1-0)
AGR	173	Forest Farm Management	2(2-0)
AGR	'74	Botany	3(2-3)
			8(7-3)

Total Credit Required Hours: 94

Nine Month Extension

Program Rationale

The nine month farm cooperative program extension is designed to give qualified students in-depth training in the agricultural sciences over and above the training provided in the regular thirty-six month farm cooperative program. Modern farming methods are becoming increasingly more complex and sophisticated. In order to deal with these complexities and effectively utilize modern equipment and other advances in agriculture, the farmer must continually upgrade his knowledge of the latest in farming must continually upgrade his knowledge of the latest in farming methods. Courses offered in the nine month extension are designed to provide the farmer with a practial knowledge of the very latest in agricultural research and farming techniques.

Program Objectives

1. To increase efficiency in farming through a better understanding of the latest developments in agricultural technology.

2. To encourage continued education on the part of individuals engaged in farming as their principle.

3. To provide the veteran farmer with more than a basic understanding of all phases of farm operations and improve his skill as a farm manager.

		13th Quarter	Credits
AGR	225	Structural Design of Farm Buildings	3(3-0)
AGR	226	Livestock Disease Control	3(3-0)
AGR	227	Breeding of Farm Animals	2(2-0)
AGR	228	Economic Organization of Agriculture	2(2-0)
			10(10-0)
		14th Quarter	**Credits**
AGR	229	Vegetable Harvesting and Grading	2(2-0)
AGR	230	Food Process and Storage	3(3-0)
AGR	231	Swine Management and Production	3(3-0)
AGR	232	Farm Safety	2(2-0)
			10(10-0)
		15th Quarter	**Credits**
AGR	233	Farm Labor Management	2(2-0)
AGR	234	Farm Estate and Business Planning	3(3-0)
AGR	235	Chemical Control of Weeds	2(2-0)
AGR	236	Agricultural Communications	3(3-0)
			10(10-0)

WELDING (DIPLOMA)

Program Justification

Welding, the joining together of metals, is an essential component in a wide range of industries. A competitive job market is demanding well-trained persons in all the trade areas, including welding.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles-Employment Possibilities

Welder; pipe-welder; welder fitter; specialist welder; welding supervisor; welding analyst; inspector; welding foreman; welder; welding positions in industries such as shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe-fitting, production shop and job shop.

Program Description

The program emphasizes the development of a high degree of skill in various types of welding, including arc, gas and resistance welding. Additionally, a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blue-print reading is stressed in the welding program.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
WLD	1120	Oxyacetylene Welding and Cutting	8(3-15)
MAT	1101	Fundamentals of Mathematics I	5(5-0)
BPR	1104	Blueprint Reading Mechanical I	2(1-2)
PHY	1101	Applied Science I	4(3-2)
ENG	1101	Communication Skills	5(5-0)
			25(18-19)
		2nd Quarter	**Credits**
WLD	1121	Arc Welding	8(3-15)
MAT	1103	Geometry	3(3-0)
BPR	1117	Blueprint Reading: Welding	2(1-2)
PHY	1102	Applied Science II	4(3-2)
			17(10-19)
		3rd Quarter	**Credits**
WLD	1124	Pipe Welding	7(3-12)
WLD	1123	Inert Gas Welding	5(2-9)
BPR	1118	Pattern Development and Sketching	2(1-2)
PSY	1101	Human Relations	3(3-0)
			17(9-23)
		4th Quarter	**Credits**
WLD	1122	Commercial and Industrial Practices	8(3-15)
WLD	1125	Certification Practices	6(3-9)
BUS	1103	Small Business Operations	3(3-0)
			17(9-24)

Total Credit Hours Required: 76

Technical Programs

AGRICULTURE SCIENCE (ASSOCIATE IN APPLIED SCIENCE)

Program Justification
Rapid social and technological change has resulted in many technical changes in agriculture. This curriculum allows the students to continue farming and at the same time, update his knowledge of agriculture and other relevant skills. The importance of this program in a rural, primarily agricultural economy cannot be overstressed.

ADMISSION REQUIREMENTS
Student must have a high school diploma or GED. Will admit student who has proven experience in given field and who is willing to work towards completing GED at SCC. Student must have approval of instructor and other necessary administrative supervisors.

Program Description
This curriculum is designed to develop the basic skills that are needed to operate and manage a successful farm operation. Emphasis is placed on the student's abilities to put into practice on the farm skills learned in classes or laboratories.

The increasing need for sophisticated farm methods and increased capital requirements demand an efficient and economical farm operation.

Curriculum courses will be taught at specific times to permit the student to operate his farm while attending college. This is accomplished by the summer and spring quarters being taught at night, while the fall and winter quarters are taught during the day.

REQUIRED CURRICULUM

		1st Year Fall Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
AGR	114	Farm Electricity	3(2-3)
AGR	145	Farm Marketing	3(2-3)
AGR	123	Horticulture	3(2-3)
+RDG	101	Reading	3(3-0)
AGR	160	Farm Service Agency	3(3-0)
			16(13-9)
		Winter Quarter	**Credits**
PHS	102	Physical Science	4(3-2)
FOR	105	Soil Science	3(2-3)
FOR	205	General Construction	5(3-6)
AGR	163	Seed Production	2(2-0)
			14(10-11)
		Spring Quarter (Night Schedule)	**Credits**
AGR	155	Tobacco Production	3(3-0)
AGR	146	Soybean & Corn Production	3(3-0)
+MAT	191	Metric System	1(1-0)
AGR	147	Fertilizer & Lime	3(2-2)
AGR	157	Agriculture Calculation	3(3-0)
			13(12-2)
		Summer Quarter	**Credits**
AGR	170	Farm Cooperative Experience	4(0-40)
AGR	175	Farm Records	4(1-6)
AGR	176	Farm Business Management	4(1-6)
			12(2-52)

		2nd Year Fall Quarter	Credits
+ENG	101	Freshman English	3(3-0)
AGR	199	Farm Forest Management	3(3-0)
AGR	209	Beef & Swine Production	3(3-0)
AGR	156	Welding	3(2-3)
BUS	220	Human Relations	3(3-0)
AGR	200	Small Engine Mechanics	4(2-4)
			19(16-7)
		Winter Quarter	**Credits**
ENG	161	Speech Communications	3(3-0)
AGR	208	Feeds & Feeding	3(3-0)
AGR	133	Farm Plumbing	3(2-3)
AGR	101	Farm Tractors Repair I	3(2-3)
AGR	203	Farm Taxes	3(3-0)
			15(13-6)
		Spring Quarter (Night Schedule)	**Credits**
AGR	204	Farm Insurance	3(3-0)
AGR	137	Home Appliance Repair	3(2-3)
AGR	205	Pesticides	3(3-0)
AGR	206	Farm Safety	1(1-0)
AGR	207	Agriculture Law	3(3-0)
			13(12-3)

Total credit hours required: 102

+Students may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91, MAT 92.

BASIC BUSINESS ADMINISTRATION (ASSOCIATE IN APPLIED SCIENCE)

Program Justification
Business is becoming increasingly complex. The uncertain economy is demanding more and more that persons entering related areas are highly trained and skilled.

Entrance Requirements
The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles-Employment Possibilities
Employment possibilities exist in areas of business management, retailing, economics, and finance.

Program Description
The Basic Business Administration program is designed to meet the requirements of those students who plan to enter the fields of management finance, accounting or economics.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
+ENG	101	Freshman English	3(3-0)
RDG	101	Reading	3(3-0)
BUS	101	Typewriting	3(1-4)
PED	101	Physical Fitness	1(0-2)
BUS	105	Introduction to Business	5(5-0)
			16(13-6)
		2nd Quarter	**Credits**
BUS	106	Business Law I	3(3-0)
+BUS	141	Business Mathematics I	3(3-0)
PED	—	100 Level PE	1(0-2)
ENG	102	Freshman English	3(3-0)
BUS	124	Business Finance	3(3-0)
		Elective (free)	3(3-0)
			16(15-2)

		3rd Quarter	Credits
PED	—	100 Level PE	1(0-2)
BUS	107	Business Law II	3(3-0)
BUS	130	Introduction to Data Processing Systems	5(4-2)
BUS	142	Business Mathematics	3(3-0)
BUS	116	Office Machines	5(3-4)
			17(9-7)
		4th Quarter	**Credits**
BUS	111	Principles of Accounting	
		or	
BUS	114	Secretarial Accounting I	4(3-2)
BUS	221	Economic Principles	5(5-0)
BUS	219	Business Communications	3(3-0)
BUS	247	Business Insurance	3(3-0)
BUS	238	Marketing	3(3-0)
			18(17-2)
		5th Quarter	**Credits**
BUS	112	Principles of Accounting	
		or	
BUS	115	Secretarial Accounting II	4(3-2)
BUS	222	Economic Principles II	5(5-0)
BUS	231	Fundamentals of Management I	3(3-0)
BUS	229	Personal Taxes	3(3-0)
			15(14-2)
		6th Quarter	**Credits**
BUS	113	Principles of Accounting	4(3-2)
		or	
BUS	Elective		
BUS	232	Fundamentals of Management II	3(3-0)
BUS	220	Human Relations in Business	3(3-0)
		Elective (Humanities, Social Science or Behavorial Science)	5(5-0)
			15(14-2)

Total credit hours required: 96

+Students may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91.

Note: Basic Business Administration is also taught during the evening hours.

CHILD DEVELOPMENT PROGRAM (ASSOCIATE IN APPLIED SCIENCE) EARLY CHILDHOOD SPECIALIST

PROGRAM JUSTIFICATION

Recent research has reemphasized the importance of fostering maximum learning and development during the early years of life. After all, ages 0-5 are the building block years for a child. In the pre-school years personality is developed, physical growth is great, and the learning of basic concepts is extremely important. To maximize the child's early development it is essential to have trained persons to teach and to create an exciting child-centered environment in which the child can learn and explore.

Entrance Requirements

The student must be a high school graduate or hold a high school equivalency certificate, and be interested in working with children.

Related Job Titles-Employment Possibilities

Persons graduating from the child development program may be employed in day care centers, child - development centers, and private or home operations.

Program Description

The child development program takes place mainly in Southeastern's laboratory observation school for preschoolers. Here the student learns both the physical and psychological characteristics of the pre-school child, as well as learns from practical experience how to be an an effective adult in a pre-school program.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	College Orientation	1(1-0)
+ENG	101	Freshman English	3(3-0)
+RDG	101	College Reading	3(3-0)
CDE	103	Child Psychology-Conception Six	3(3-0)
CDE	106	Science for the Preschooler	4(3-2)
RDG	207	Reading-Content Area	5(3-6)
			19(15-8)

		2nd Quarter	Credits
ENG	102	Freshmen English	3(3-0)
CDE	116	The Exceptional Child	3(3-0)
CDE	115	Child Psychology - Six - Adolescence	3(3-0)
ART	180	Art for Elementary Teachers	5(5-0)
CDE	101	Observation and Recording	3(2-3)
			17(16-3)

		3rd Quarter	Credits
CDE	111	Literature for Children	5(3-6)
EDU	101	Math for the Preschooler	3(3-0)
PSY	201	Introduction to Psychology Elective	5(5-0)
			5(5-0)
			18(18-6)

		4th Quarter	Credits
MUS	106	Music for the Preschooler	4(3-2)
EDU	250	Instructional Media	5(5-0)
CDE	105	Preschool Education	5(3-6)
BUS	101	Typewriting I	3(1-4)
REC	204	Environmental Education	3(3-2)
			20(17-14)

		5th Quarter	Credits
CDE	112	Child Guidance	3(3-0)
CDE	104	Foods for Children	4(3-2)
MUS	107	Music	4(3-3)
SOC	201	Sociology	5(5-0)
+MAT	180	Math-Elementary	5(5-0)
			21(19-5)

		6th Quarter	Credits
MUS	108	Music	4(3-3)
CDE	113	Marriage and Family Relations	3(3-0)
HED	206	First Aid and Safety	3(3-0)
CDE	107	Parent Education	2(2-0)
CDE	108	Preschool Practicum	5(3-5)
			17(14-8)

		7th Quarter	Credits
CDE	117	Internship in a Public School	13(5-25)

Total credit hours required: 125

TEACHER ASSOCIATE (READING TEACHING EMPHASIS)

Program Description

This is a program in which the individual will learn methods and techniques of teaching reading. The student will also learn to use basic materials common in the public schools. This program is designed with a background in Child Development.

Entrance Requirements

The student must be a high school graduate or have passed the GED with an interest in working with children.

Job Opportunities:

Jobs are available in the public schools as reading assistants and reading tutors.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	College Orientation	1(1-0)
+ENG	101	Freshman English	3(3-0)
+RDG	101	College Reading	3(3-0)
CDE	103	Child Psychology-Conception-Six	3(3-0)
CDE	106	Science for the Preschooler	4(3-2)
RDG	207	Reading-Content Area	5(3-6)
			19(16-8)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
CDE	116	The Exceptional Child	3(3-0)
CDE	115	Child Psychology-Six-Adolescence	3(3-0)
ART	180	Art for Elementary Teachers	5(5-0)
CDE	101	Observation and Recording	3(2-3)
			17(16-3)

		3rd Quarter	Credits
CDE	111	Literature for Children	5(3-6)
EDU	101	Math for the Preschooler	3(3-0)
PSY	201	Introduction to Psychology Elective	5(5-0)
			5(5-0)
			18(16-6)

		4th Quarter	Credits
MUS	106	Music for the Preschooler	4(3-2)
EDU	250	Instructional Media	5(5-0)
CDE	105	Preschool Education	5(3-6)
BUS	101	Typewriting I	5(5-0)
REC	205	Environmental Education	3(3-2)
			22(19-10)

		5th Quarter	Credits
RDG	201	Methods, Materials, Techniques of Teaching Reading	4(3-3)
RDG	202	Evaluation of Reading Programs Materials, and Achievement Tests	3(3-0)
RDG	203	Language Arts for Children	3(3-0)
HED	206	First Aid and Safety	3(3-0)
RDG	204	Reading Seminar I	3(3-0)
			16(14-6)

		6th Quarter	Credits
RDG	205	Methods, Materials, Techniques of Teaching Reading	4(3-3)
RDG	206	Reading Seminar II	3(2-3)
SOC	201	Introduction to Sociology	5(5-0)
RDG	208	Reading for the Exceptional Child	3(3-0)
			15(13-6)

		7th Quarter	Credits
RDG	210	Internship in Public School Reading Program (Supervised by Reading Specialist from SCC)	12(4-24)

Total Credit Hours Required: 119

CRIMINAL JUSTICE (ASSOCIATE IN APPLIED SCIENCE)

Program Justification

Social change is occurring very rapidly today. Perhaps more than any other public servant, the law enforcement officer must remain updated on the ramifications of social change with regard to how human behavior and human institutions are affected by it. To function effectively, the law enforcement officer must be properly trained in legal doctrine and psychologically prepared for the situations he-she encounters.

Entrance Requirements

The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles - Employment Possibilities

Law enforcement officer, policeman, law enforcement positions within state and federal agencies, municipal agencies, and industry.

Program Description

The program is designed to develop the proper skills necessary to function effectively as a law enforcement officer, as well as to develop and enhance certain attitudes. Communications and human relations are emphasized. The student has the choice of two options. (Core Courses)

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
+RDG	101	Reading	3(3-0)
+ENG	101	Freshman English	3(3-0)
CJC	101	Introduction to Criminal Justice	5(5-0)
CJC	102	Criminal Law I	
		Lab Science Elective	4(3-2)
			19(18-2)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
CJC	103	Criminal Procedure	3(3-0)
CJC	104	Introduction to Criminology	5(5-0)
CJC	105	Criminal Evidence	3(3-0)
SOC	201	Introduction to Sociology	5(5-0)
			19(19-0)

		3rd Quarter	Credits
ENG	161	Fund. of Speech Comm.	3(3-0)
	or		
ENG	103	Freshman English	
CJC	107	Applied Police Psychology	3(3-0)
CJC	108	Criminal Law II	3(3-0)
POL	201	American Federal Gov.	5(5-0)
PSY	201	Introduction to Psychology	5(5-0)
			19(19-0)

(Law Enforcement Option)

		4th Quarter	Credits
CJC	206	Technical Report Writing	3(3-0)
CJC	200	Motor Vehicle Laws	3(3-0)
CJC	201	Organization and Admin.	5(5-0)
CJC	202	Juvenile Justice	5(5-0)
CJC	203	Interviews and Interrogations	3(3-0)
			19(19-0)

		5th Quarter	Credits
HED	206	First Aid and Safety	3(3-0)
CJC	204	Police Supervision	3(3-0)
CJC	205	Identification Techniques	4(4-0)
POL	202	American State and Local Govt.	5(5-0)
+BUS	141	Business Math	3(3-0)
	or		
+MAT	101	Fund. of Math	
			18(18-0)

		6th Quarter	Credits
CJC	207	Police Science Photo.	4(3-2)
CJC	208	Criminal Investigation	5(5-0)
CJC	209	Forensic Science	4(4-0)
CJC	106	Community Relations	3(3-0)
		Elective (free)	3(3-0)
			19(18-2)

Total Credit Hours Required:
Law Enforcement Option: 113

(Correction Option)

		4th Quarter	Credits
CJC	206	Technical Report Writing	3(3-0)
CJC	202	Juvenile Justice	5(5-0)
SOC	225	Social Problems	5(5-0)
PSY	203	Abnormal Psychology	5(5-0)
			18(18-0)

		5th Quarter	Credits
CJC	212	Corrections	5(5-0)
POL	202	Amer. State & Local Govt.	5(5-0)
CJC	213	Confinement Facilities Adm.	3(3-0)
CJC	214	Corrections Law	3(3-0)
+BUS	141	Business Math	3(3-0)
	or		
+MAT	101	Fund. of Math	
			19(19-0)

		6th Quarter	Credits
CJC	217	Corrections Counseling	5(4-2)
CJC	218	Paroles, Probation, Pardons	3(3-0)
CJC	219	Rehabilitation	3(3-0)
CJC	220	Human Relations	3(3-0)
CJC	216	Community Based Cor.	3(3-0)
			17(16-2)

		Electives	Credits
CJC	232	Self-Defense-Forms and Positions	2(0-6)
CJC	233	Control Methods in Self-Defense	2(0-6)
CJC	234	Control Methods in Self-Defense	2(0-6)
CJC	235	Control Methods in Self-Defense	2(0-6)
CJC	236	Firearms Safety	1(1-0)
			9(1-24)

Total credit hours required:
Law Enforcement Option: 113
Correction Option: 121

+The student may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91.

ELECTRICAL ENGINEERING TECHNOLOGY
(ASSOCIATE IN APPLIED SCIENCE)

Purpose of Curriculum

Electricity has influenced the design of machines and controls for industry. It has increased manufacturing capabilities, and has provided for labor saving devices in business, industry and home.

The explosion of technical knowledge within the last ten years has created a demand for competently trained technicians capable of applying electrical principles in today's complex industrial settings. It has also placed a demand upon educational institutions to adequately train technicians for jobs in the areas of research, design, development, production, maintenance, construction and sales.

Entrance Requirements

The student should be a high school graduate or hold a high school equivalency certificate.

Job Description

This is not a Pre-Engineering Curriculum. It is organized to provide a basis for entry into a variety of occupations in the electrical and electronic field. The fundamentals of electricity including wiring installations, electrical circuits, the measurement of voltage, current, power, and power factor of single and polyphase alternating circuits are covered. Additionally, a background in motor and motor control systems, industrial and electronic control systems, business procedures, business organization and business practices, mathematical and communications skills is presented. The program utilizes the "career-ladder" approach. The student may transfer to the one year diploma program (Electrical Installation & Maintenance) before the 3rd Quarter with full credit if they find they are unable to complete the related requirements for their degree. The last three quarters are flexible and with permission from the occupational dean and the students' advisor, electives may be taken instead of some courses.

REQUIRED CURRICULUM

		1st Quarter	Credits
ELC	112	Direct and Alternating Current	10(5-15)
+MAT	121	Basic Algebra I	5(5-0)
+RDG	101	Reading	3(3-0)
ORI	100	Freshman Orientation	1(1-0)
			19(14-15)

		2nd Quarter	Credits
ELC	113	AC-DC Machines-Controls	9(5-12)
ELN	101	Instruments and Measurements I	2(1-2)
MAT	122	Basic Algebra II	5(5-0)
ENG	151	Voice and Diction	3(3-0)
			19(14-14)

		3rd Quarter	Credits
ELN	108	Industrial Electronics I	5(3-6)
ELN	102	Instruments and Measurements II	2(1-2)
MAT	123	Electronic Math I	5(5-0)
ENG	161	Fundamentals of Speech Communications	3(3-0)
BPR	110	Blueprint Reading and Sketching I	2(1-2)
			17(13-10)

		4th Quarter	Credits
ELN	109	Industrial Electronics II	5(3-6)
BPR	113	Blueprint Reading and Sketching II	2(1-2)
BUS	235	Small Business Management	3(3-0)
+ENG	101	Freshman English I	3(3-0)
			13(10-8)

		5th Quarter	Credits
ELC	215	Electrical Machines	4(2-5)
ELN	105	Control Devices	7(5-4)
MAT	221	Electronic Math II	5(5-0)
		Elective — Soc-Sci	3(3-0)
			or
		Humanities-Lab. Sci	5(5-0)
			19(15-0)
			or
			21(17-9)

		6th Quarter	Credits
ELC	225	Elect. Controls & Circuits	6(3-9)
ELN	220	Electronic Systems	7(5-4)
ENG	102	Freshman English	3(3-0)
		Elective - Soc-Sci	3(3-0)
			or
		Humanities-Lab Sci.	5(5-0)
			19(14-13)
			or
			21(16-13)

		7th Quarter	Credits
ELC	235	Planning Electrical Installations	5(3-6)
ENG	104	Technical Writing	3(3-0)
		Elective - Soc-Sci	4(4-0)
			or
		Humanities-Lab. Sci.	5(5-0)
			12(10-6)
			or
			13(11-6)

Total Credit Hours Required: 118 or 123

+The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

FOREST MANAGEMENT TECHNOLOGY (ASSOCIATE IN APPLIED SCIENCE)

Program Justification
Forestry is a broad scientific field in which there have been many technological advances in recent years. This has created a need for a new type of resource person who possess the necessary understanding of forest management principles and theory. Perhaps more important, this person must also have the practical ability to apply principles and theories economically in a forest setting. As land management continues to become more intensive the need for forest technicians continues to grow. Graduates of this program will be trained to assist professional foresters in meeting this need.

Entrance Requirements
The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles-Employment Possibilities
Job opportunities may be found in federal, state, and private agencies, such as the U.S. Forest Service, various state forestry agencies and large private industries. Opportunites also exist with forestry consulting firms.

Program Description
This program is designed to train the student to work with professional foresters and others in properly managing forest land areas for the many renewable resources such as timber, wildlife, pure air and water, and recreation.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
+ENG	101	Freshman English	3(3-0)
+RDG	101	College Reading	3(3-0)
FOR	103	Woodmanship and Camping	3(2-3)
FOR	101	Introduction to Forestry	3(3-0)
REC	101	Outdoor Recreation	3(3-0)
			16(15-3)
		2nd Quarter	**Credits**
FOR	105	Soil Science	3(2-3)
FOR	102	Forest Botany and Ecology	5(4-3)
BUS	220	Human Relations	3(3-0)
DFT	101	Technical Drafting I	2(1-2)
ENG	102	Freshman English	3(3-0)
BUS	106	Business Law I	3(3-0)
			19(16-8)
		3rd Quarter	**Credits**
FOR	107	Plant Identification	4(2-4)
ENG	161	Fundamentals of Speech Communications	3(3-0)
CIV	101	Surveying	5(3-6)
+MAT	115	Math for Foresters	3(3-0)
FOR	121	Forest Tree Measurement	3(2-3)
			18(13-13)
		4th Quarter	**Credits**
ENG	104	Technical Report Writing	3(3-0)
FOR	221	Applied Silviculture	3(2-3)
FOR	222	Forest Menusuration	3(2-3)
FOR	225	Forest Entomology and Pathology	3(2-3)
FOR	226	Forest Equipment	4(3-3)
BUS	233	Personal Management	3(3-0)
			19(15-12)
		5th Quarter	**Credits**
WLF	206	Wildlife Science	4(3-3
FOR	205	General Construction	5(3-6)
AGR	201	Agricultural Economics	3(3-0)
		Social Science Elective	5(5-0)
			17(14-9)
		6th Quarter	**Credits**
FOR	227	Forest Aerial Photography	4(2-5)
FOR	228	Forest Aerial Photography	4(2-5)
FOR	229	Logging and Marketing	3(2-3)
		Elective (Free)	3(3-0)
		Recreation Elective	3(3-0)
			17(12-13)
		7th Quarter	**Credits**
FOR	170	Supervised Work Experience (to be taken during the student's 2nd Fall or Spring quarter, or by permission of instructor)	4(0-40)

Total Credit Hours Required: 110

+The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

GENERAL OFFICE TECHNOLOGY (ASSOCIATE IN APPLIED SCIENCE)

Program Justification
The field of business is becoming increasingly complex. More and more skilled and trained persons are required in the business field.

Entrance Requirements
The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles-Employment Possibilities
Clerk Typists, receptionists, filing clerks, records operators, duplicating machine operators, reproduction typists, transcribing machine operators, and various civil services positions.

Program Description
The General Office Technology program is designed especially for those students who have no aptitude nor taste for shorthand but who desire to work in offices.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
+RDG	101	Reading	3(3-0)
BUS	101	Typewriting	3(1-4)
PED	101	Physical Fitness	1(0-2)
BUS	105	Introduction to Business	5(5-0)
+BUS	141	Business Mathematics	3(3-0)
			16(13-6)
		2nd Quarter	**Credits**
BUS	106	Business Law	3(3-0)
+ENG	101	Freshman English	3(3-0)
BUS	102	Typewriting	3(1-4)
PED	–	100 Level PE	1(0-2)
BUS	116	Office Machines	5(3-4)
		+Elective (free)	3(3-0)
			18(10-11)
		3rd Quarter	**Credits**
ENG	102	Freshman English	3(3-0)
BUS	170	Personal Economics	3(3-0)
BUS	103	Typewriting	3(1-4)
ENG	161	Fundamentals of Speech Communications	3(3-0)
PED	–	100 Level PE	1(0-2)
		+Elective (free)	3(3-0) or 5(5-0)
			16(13-6) or 18(15-6)
		4th Quarter	**Credits**
BUS	130	Introduction to Data Processing Systems	5(4-2)
BUS	219	Business Communications	3(3-0)
BUS	104	Typewriting	3(1-4)
BUS	114	Secretarial Accounting I	4(3-2)
		+Elective (free)	3(3-0) or 5(5-0)
			18(14-8) or 20(16-8)
		5th Quarter	**Credits**
BUS	213	Office Procedures	5(5-0)
BUS	115	Secretarial Accounting II	4(3-2)
BUS	118	Machine Transcription I	3(1-4)
BUS	260	Business Filing	3(1-2)
			15(10-8)
		6th Quarter	**Credits**
BUS	255	Key Punch	3(1-4)
BUS	119	Machine Transcription II	3(1-4)
BUS	220	Human Relations	3(3-0)
		+Elective (free)	5(5-0)
			14(10-8)

+One of these electives must be a five-credit hour approved humanities.

Total Credit Hours Required: 97 or 101

+The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

NURSING
(ASSOCIATE IN APPLIED SCIENCE)

Program Justification

The health-care field has expanded greatly in the last few years. The nursing profession is an integral part of the health-care field and is demanding highly trained professionals with theoretical knowledge as well as practical experience.

Entrance Requirements
(Associate Degree Nursing Program

The Associate Degree Nursing Program can accommodate an enrollment of 45 students. It is designed to be completed in seven quarters. Applicants must have completed high school requirements prior to registration day. Required high school subjects include: (1) biology, (2) chemistry, and (3) algebra. Applicants not meeting these requirements may take these coures at SCC prior to admission to the nursing program. Preference is given to applicants maintaining a class standing in the top half of their high school graduating class. The prospective student will be permitted to take the Comparative Guidance and Placement test only once yearly. The required admission scores for the CGP are as follows:

Reading-National percentile of 34 or above
Year 2000-National percentile of 29 or above
Math-National percentile of 26 or above
English-National percentile of 30 or above
Letter groups National percentile of 28 or above
(Applicants must achieve the required reading scores)

Applicants who fail to achieve minimum scores on no more than three parts of the test may be considered for admission provided these scores are not below the 25th percentile and after persons meeting the minimum score on all tests have been considered.

Applications materials for the Associate Degree Nursing program should be completed and in the Admissions Office no later than April 15, for consideration for admission to the class beginning the following September. A completed application folder must include the following: (1) high school transcript, (2) college transcript (s) if you attended another college, (3) medical record, (4) dental record, (5) Comparative Guidance and Placement test scores, and (6) suitability statement from student's advisor if applicant is a student at SCC.

The applicant will assume the responsibility for assuring that these forms are in the folder. Medical and dental records must be mailed directly to the Admissions Office by the doctor.

Applicants will be interviewed and counseled regarding the results of the Comparative Guidance and Placement Test. Those who fail to meet the established high school and-or CGP admission criteria will not receive further consideration for admission into the Associate Degree Nursing Program. However, those applicants meeting the requirements for the Practical Nursing Program may be considered for the PN program, if they so desire. Other applicants not meeting the established requirements will be counseled regarding other programs offered at SCC.

Applicants meeting the nursing admission requirements will be interviewed by the Nursing Admissions Committee. The acceptance or rejection of the applicant will be determined by the Nursing Admissions Committee.

The applicant will be required to provide evidence to the Nursing Department that they meet the following conditions:

Physical and emotional health and physical capability on a level which would indicate the applicant's ability to provide safe nursing care to the public. This includes vision, hearing, and physical capability on a level acceptable with safe nursing care.

The Nursing Department will rule in individual cases of unusual medical problems as to the suitability of the applicant to provide safe nursing care.

Students who are not willing to attend clinical labs and adhere to hospital regulations as prescribed by the nursing curriculum, including time and place, will not be accepted into the program.

The Nursing Department operates within contracts that the college has with area hospitals for clinical experiences and will not accept a student who does not comply with area hospital standards.

Those students who have demonstrated a potential for nursing in a previous admission may be given priority on readmission over a new applicant.

The Nursing Department reserves the right to dismiss from the program a student who presents problems in physical or emotional health that do not respond to appropriate treatment and-or counseling within a reasonable period of time. Further, a student may be dismissed if he-she demonstrates behavior which conflicts with safety essential to nursing practice.

Associate Degree Nursing students must successfully complete all nursing courses each quarter before registering for the next quarter. The grading scale for the Associate Degree Nursing program is:

A - 93-100
B - 85-92
C - 84-77
F - 76.99 or below

Clinical labs are evaluated as satisfactory or unsatisfactory. Students must pass in clinical area in order to register for following quarter regardless of theory grade.

Attendance is essential. Students will be allowed a maximum of five (5) absences per quarter with no more than two (2) of these days being clinical days. Clinical days missed will have to be made up. Any further absences may constitute dismissal from the program. The student must assume full responsibility for assignments and materials covered in their absence. Tests will be rescheduled at the convenience of the instructor. If for any reason a student is unable to attend a clinical lab, the nursing instructor must be notified before the lab begins; failure to do so will constitute an unsatisfactory lab. Three tardy days will constitute one absence.

Uniforms of blue and white pinefeather material will be worn on all clinical assignments. The uniform should strike the top of the knee. Navy or black shoes with soft soles, beige hose, cap and name pin are also required. The student will be expected to have a watch with second hand and plain washable band, bandage scissors, and pen with black ink when working in the clinical area. Hair must be neat. It should be styled off the collar and close to the head. If worn, earrings must be discreet. Cosmetics should be worn very sparsely if at all.

Students are required to purchase liability malpractice insurance. The forms will be furnished on acceptance into the program. The policy number must be on file in the Director's office prior to clinical assignment.

A bus is available for transportation of the students to and from Southeastern General Hospital on clinical lab days. Students may drive their own cars if they prefer. Students assigned to Columbus County Hospital will be responsible for their own transportation.

Students desiring to transfer into the Associate Degree Nursing program at SCC must be in good standing at the time he-she left or is leaving the former institution. This must be verified in writing by the nursing department of that institution. All transfer nursing courses will be evaluated by the Director of Nursing. The courses must have been completed within two years prior to entering SCC, have a grade of "B" or above, and be comparable to courses offered at SCC in theory and clinical experience. College transfer courses will be evaluated by the Registrar.

Former Associate Degree Nursing Graduates from SCC who have failed to obtain minimum score on the North Carolina State Test Pool Examination may reapply for the area in which they need to obtain proficiency if space is available. These students will be expected to complete the course satisfactory prior to a recommendation for rewriting the State Board Examination. Clinical requirements will be evaluated on an individual basis.

Related Job Titles-Employment Possibilities

Registered Nurses. Graduates of this program are prepared to give patient-centered nursing care in beginning general duty nurse positions.

Program Description

The Associate Degree in Nursing can be completed in two years or three years at Southeastern. The average student might find it to her-his advantage to take related subjects in the first year and, having completed these courses with a "C" or better, to apply for the Nursing Program for the second and third year. Students in the program are provided practical nursing experience by Southeastern General Hospital in Lumberton as well as other community health facilities.

NOTE: Nursing students must successfully pass all nursing courses each quarter before registering for the next quarter.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
PED	101	Physical Fitness	1(0-2)
+RDG	101	Reading	3(3-0)
+ENG	101	Freshman English	3(3-0)
NUR	111	Nursing Fundamentals	6(3-3-6)
BIO	201	Anatomy & Physiology	5(4-2)
CHM	151	Chemistry for Allied Health	3(2-2)
+MAT	161	Math for Nurses	1(2-0)
			23(18-3-12)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
PSY	201	Introduction to Psychology	5(5-0)
NUR	112	Nursing Fund. II	5(5-12)
NUR	113	Nursing Fund. III	4(5-12)
BIO	205	Anatomy & Physiology	5(4-2)
			22(17-14)

		3rd Quarter	Credits
ENG	103	Freshman English	3(3-0)
	or		
ENG	161	Fundamentals of Communication	
BIO	161	Anatomy & Physiology	5(4-2)
NUR	114	Medical-Surgical Nursing I	9(5-12)
NUR	115	Human Growth & Development	2(2-0)
			19(14-14)

		4th Quarter	Credits
		1st Session	
NUR	116	Abnormal Psychology	3(3-0)
		2nd Session	
NUR	117	Psychiatric & Mental Health Nursing	5(3-6)
			8(6-6)

		5th Quarter	Credits
SOC	201	Introduction to Sociology	5(5-0)
NUR	201	Maternity Nursing	9(5-12)
NUR	220	Pediatrics	3(3-0)
BIO	207	Microbiology	3(2-2)
			20(15-14)

		6th Quarter	Credits
NUR	202	Medical-Surgical Nursing II	9(5-12)
NUR	221	Concepts of Nursing Practice	3 (3-0)
		Elective	5 (5-0)
			15(11-12)
			or
			17(13-12)

		7th Quarter	Credits
NUR	203	Medical-Surgical Nursing III	9(5-12)
NUR	222	Nursing Seminar	3(3-0)
			12(8-12)

Total Credit Hours Required: 119 or 121

+The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

OUTDOOR RECREATION RESOURCES (ASSOCIATE IN APPLIED SCIENCE)

Program Justification
Since the close of WWII there has been a constant increase of recreational activities in the U.S. Although many forms of recreational programs have been available, forest recreation continues to grow in popularity at an every increasing rate. Many factors contribute to this. Perhaps the desire to get away from city life and crowded conditions, as well as the awakening of the pioneer instinct has caused increasing numbers of Americans to turn to the forest for recreation.

Entrance Requirements
Student must have a high school diploma or GED. Will admit student who has proven experience in given field and who is willing to work toward completing GED at SCC. Student must have approval of instructor and other necessary administrative supervisors.

Related Job Titles-Employment Possibilities
Graduates should be prepared to seek employment with the U.S. Forest Service, the U.S. Park Service, with State and local park systems as well as private organizations who have large forest landholdings or complex camping sites.

Program Description
The outdoor recreation curriculum is designed to prepare students to enter into this rapidly expanding field under the guidance of professionals. These technicians will be prepared not only to lay out campsites in undeveloped, rustic areas, but will also be able to plan and lay out modern facilities in highly developed areas. They will also be trained to lead groups in various recreational activities such as hiking, canoeing, camping, etc. The program also emphasizes the forest as an ecological system and the role of man in this ecological system.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
+RDG	101	Reading	3(3-0)
+ENG	101	Freshman English	3(3-0)
FOR	103	Woodsmanship & Camping	3(2-3)
FOR	101	Introduction to Forestry	3(3-0)
FOR	102	Forest Botany & Ecology	5(4-3)
REC	101	Outdoor Recreation	3(3-0)
		Elective	3(3-0)
			19(18-3)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
DFT	101	Technical Drafting I	2(2-1)
FOR	105	Soil Science	3(2-3)
REC	206	Programming for Recreation	3(3-0)
BUS	220	Human Relations	3(3-0)
BIO	202	Botany II	4(3-2)
			18(16-6)

		3rd Quarter	Credits
ENG	161	Fund. of Speech Comm.	3(3-0)
REC	110	Interpreting Our National Heritage	3(2-3)
FOR	107	Plant Identification	4(2-4)
CIV	101	Surveying	5(3-6)
+MAT	115	Math for Foresters	3(3-0)
			18(13-13)

		4th Quarter	Credits
ENG	104	Technical Report Writing	3(3-0)
ANT	120	Anthropology	5(5-0)
REC	201	Park Main. & Operation I	5(3-4)
HOR	204	Horticulture	3(2-3)
FOR	221	Applied Silviculture	3(2-3)
			19(15-10)

		5th Quarter	Credits
REC	202	Park Main. & Operations II	5(5-0)
FOR	205	General Construction	5(3-6)
WLF	206	Wildlife Science	4(3-3)
REC	207	Aquatic Management	3(3-0)
		Elective (free)	3(3-0)
			20(17-9)

		6th Quarter	Credits
REC	203	Park Main. & Operations III	5(3-4)
REC	209	Facility & Site Planning	5(3-6)
REC	200	Recreation for Special Populations	3(3-0)
		Elective (free)	3(3-0)
			16(12-10)

		7th Quarter	Credits
REC	170	Field Training in Outdoor Recreation	4(0-40)

Total Credit Hours Required: 114

+The student may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91.

SECRETARIAL TECHNOLOGY (ASSOCIATE IN APPLIED SCIENCE)

Program Justification
Business is becoming increasingly complex. The uncertain economy is demanding more and more that persons entering business related areas are highly trained and skilled.

Entrance Requirements
The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles-Employment Possibilities
Secretary, executive secretary, stenographers, administrative assistant, director of secretarial pool.

Program Description
The Secretarial Technology Program is designed to provide students with secretarial, administrative and management skills.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
+RDG	101	Reading	3(3-0)
BUS	105	Introduction to Business	5(5-0)
BUS	101	Typewriting	3(1-4)
BUS	108	Beginning Shorthand	4(3-2)
PED	101	Physical Fitness	1(0-2)
			17(13-8)

		2nd Quarter	Credits
+ENG	101	Freshman English	3(3-0)
BUS	102	Typewriting	3(1-4)
BUS	106	Business Law	3(3-0)
BUS	109	Intermediate Shorthand	4(3-2)
BUS	141	Business Mathematics I	3(3-0)
+PED	–	100 Level PE	1(0-2)
			17(13-8)

		3rd Quarter	Credits
ENG	102	Freshman English	3(3-0)
BUS	103	Typewriting	3(1-4)
BUS	116	Office Machines	5(3-4)
BUS	110	Advanced Shorthand	4(3-2)
PED	–	100 Level PE	1(0-2)
			16(7-13)

		4th Quarter	Credits
BUS	104	Typewriting	3(1-4)
BUS	114	Secretarial Accounting I	4(3-2)
BUS	170	Personal Economics	3(3-0)
BUS	206	Dictation & Transcription I	4(3-2)
BUS	219	Business Communications	3(3-0)
			17(13-8)

		5th Quarter	Credits
BUS	115	Secretarial Accounting II	4(3-2)
BUS	118	Machine Transcription I	3(1-4)
BUS	207	Dictation & Transcription II	4(3-2)
BUS	260	Business Filing	3(1-2)
			14(8-10)

		6th Quarter	Credits
BUS	213	Office Procedures	5(5-0)
BUS	220	Human Relations	3(3-0)
BUS	208	Dictation & Transcription III	4(3-2)
		Elective (Humanities, Social or Behavioral Sciences)	5(5-0)
			17(16-2)

Total Credit Hours Required: 98

+The student may be required to take prerequisite developmental courses: RDG 91, MAT 91, ENG 91.

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ASSOCIATE DEGREE PROGRAM FOR VOCATIONAL INSTRUCTOR (ASSOCIATE IN APPLIED SCIENCE)

Program Justification

This program provides additional training for persons who already have developed a skill, trade, or technical speciality and desire to teach their speciality or to pursue a degree.

Related Job Titles-Employment Possibilities

Successful graduates of the program may find employment in public high schools, in the community colleges, and technical institutes' occupational programs.

Program Description

This program is unique in its design in that it allows credit for previous training, experience, and formal study. Credit will be awarded as follows:

1. A. Twenty-four credit hours for full-time trade school, 12 months (1440 hours) in one special skilled area certified by diploma or letter by trade school officials; maximum 24 credit hours.

and-or

B. One credit hour per 60 hours of full-time trade instruction for programs of less than one year duration. Certified by diploma or letter by trade school officials; maximum eight credit hours.

2. One credit hour per forty hours of special short course instruction in a company sponsored school. Certified by diploma, certificate or letter by company school. Maximum five credit hours.

3. Five credit hours for each full year of employment in a teaching situation. Teaching must be the primary responsibility of employment. Maximum ten credit hours.

4. Two credit hours for each full year of employment in the specialty occupation qualified to teach. Maximum ten credit hours.

The maximum number of hours awarded for specialty skills toward an Associate in Applied Science Degree is thirty-six credit hours.

A minimum of sixty credit hours must be earned through course work at Southeastern Community College or another recognized college program. In order to earn an Associate in Applied Science Degree at Southeastern, the general education requirements must be met.

A program of study should be prepared for each individual vocational instructor or potential instructor who makes application for the program. As an example, individual differences may dictate the nature of the science courses or math courses needed by that instructor. The Dean of Occupational Education will serve as advisor to students enrolled in the Vocational Instructor Program.

SPECIFIC COLLEGE REQUIREMENTS

		Credit Hours
RDG 101 and ORI 100		4

General Education Requirements For The Associate In Applied Science Degree For Vocational Instructors

A minimum of 60 credit hours must be earned through course work at Southeastern Community College or another recognized college program. In order to earn an Associate in Applied Science Degree at Southeastern, the general education requirements must be met.

		Credit Hours
ENGLISH		9
+ENG 101, and +ENG 102	Freshman English	
ENG 161	Fund. of Speech Communication	

		Credit Hours
HUMANITIES		5
ART 110	Fund. of Design	
ART 201	History I	
ART 202	History II	
ART 203	History III	
ART 210	Painting Processes	
HUM 201	Unified Humanities	
HUM 202	Unified Humanities	
MUS 105	Music Appreciation	
PHI 201	Introduction to Philosophy	

Requirement may be met by completing one of the above courses or two courses from ENG 201 - 202 - 203.

	Credit Hours
MATHEMATICS	9-10

(Requirement may be met by completing one of the sequences listed below)

+MAT 101, 102, 103 Foundations of Math
+MAT 112, 113 College Algebra and Trigonometry

	Credit Hours
SCIENCE	12

(Requirement may be met by completing one of the sequences below)

PHY 201, 202, 203 General Physics
or
CHM 101, 102, 103 General Chemistry
or
PHS 101, 102, 103 Physical Science

	Credit Hours
SOCIAL SCIENCE	5

(Requirement may be met by completing one of the following courses)

SOC 201 Introduction to Sociology
SOC 202 Marriage and the Family
POL 201 American Federal Government
POL 202 American State and Local Government

	Credit Hours
VOCATIONAL EDUCATION	15
EDU 230	Introduction to Industrial Education
EDU 240	Methods of Teaching Industrial Subjects
EDU 250	Instructional Media

The following is a list of courses approved as elective courses to complete the Associate of Science Degree for Vocational Instructors who are granted less than thirty-six quarter hours of credit from previous experience:

BUS 101 Typewriting
BUS 102 Typewriting
EDU 201 Introduction to Education
EDU 202 Social Foundations of Education
EDU 260 History and Philosophy of Industrial and Technical Education
ENG 103 Freshman English
ENG 201 English Literature
ENG 205 American Literature
PHI 201 Introduction to Philosophy
PSY 201 Introduction to Psychology
PSY 205 Educational Psychology
HED 201 Personal and Community Health

Total Credit Hours Required: 96

+The student may be required to take prerequisite developmental courses: ENG 91, MAT 91, MAT 92, RDG 91

TRANSPORTATION MAINTENANCE TECHNOLOGY (ASSOCIATE IN APPLIED SCIENCE)

Program Justification

The technology of automotive vehicles changes each year. There is a need for trained transportation maintenance technicians who have a broad understanding of the principles, as well as, specialized expertise so they can readily adapt to technological changes and new techniques required in servicing and repair.

Entrance Requirements

Student must have a high school diploma or GED.

Related Job Titles-Employment Possibilities

The transportation maintenance technician has a knowledge of laboratory procedures in automotive and associated areas. He-she is capable of operating laboratory equipment and instruments to perform a variety of tests on materials and equipment. Included also may be performance testing of new materials and equipment. The diagnostician, with use of instruments, can locate automotive or electrical defects and arrange for repair. He-she often records data that is required, writes reports and makes recommendations.

Program Description

The program is designed to train the student in the specific skills required to inspect, diagnose, repair and adjust automotive vehicles. Key principles involved in the operation of the modern automobile are explored in a classroom setting, in discussion groups, and, of course, in shop. The program is designed according to the 'career ladder' approach; the student who chooses to obtain a one-year diploma will take the first four quarters, and receive an Associate in Applied Science Degree, providing a 'C' average has been maintained.

REQUIRED CURRICULUM

	1st Quarter	Credits
PME 102	Automotive Ignition System	5(2-7)
PME 112	Automotive Fuel System	5(2-7)
PME 113	Automotive Wiring Diagrams	3(3-0)
+RDG 101	College Reading	3(3-0)
+BUS 141	Business Math	3(3-0)
ORI 100	Freshman Orientation	1(1-0)
		20(14-14)

	2nd Quarter	Credits
PME 101	Internal Combustion Engines	5(2-6)
PME 111	Engine Rebuilding	4(1-6)
+ENG 101	Freshman English I	3(3-0)
BUS 142	Business Math	3(3-0)
BUS 220	Human Relations	3(3-0)
		18(12-12)

	3rd Quarter	Credits
PME 123	Automotive Chassis & Suspension System	4(2-4)
PME 121	Automotive Brake Systems	3(1-4)
PME 101	Automotive Electrical Systems	3(1-4)
AHR 203	Automotive Heating & Air Conditioning	4(2-4)
ENG 102	Freshman English	3(3-0)
		18(10-16)

	4th Quarter	Credits
PME 124	Automotive Transmission & Power Trains	7(3-9)
AHR 111	Advance Auto Heating & Air Conditioning	4(2-4)
ENG 104	Technical Report Writing	3(3-0)
		14(8-13)

	5th Quarter	Credits
PME 250	Advance Automotive Fuel System	5(1-8)
PME 201	Motor Vehicle Laws & Regulations	3(3-0)
PHS 101	Physical Science I	4(3-2)
PME 203	Advance Automotive Ignition System	2(1-3)
		14(8-13)

	6th Quarter	Credits
PME 223	Automotive Front Suspension, Alignment & Power Steering	4(1-6)
PME 224	Advance Automotive Transmission	5(2-6)
	Electives	3(3-0)or9 (9-0)
		12(6-12) or 18(12-12)

	7th Quarter	Credits
PME 202	Emission Control Systems	4(2-4)
PME 240	Automotive Diagnosing — Testing I	6(2-8)
	Electives	2(2-0)or6(6-0)
		12(6-12 or 16(10-12)

	8th Quarter	Credits
PME 241	Automotive Diagnosing & Testing II	6(2-8)
	Electives	6(6-0)or10(10-0)
		12(8-8) or 16(12-8)

Total Credit Hours Required: 120 or 134.

+The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91

VETERAN FARM AGRICULTURE PROGRAM (ASSOCIATE IN APPLIED SCIENCE)

Program Desription

This program is designed for veterans who farm or are engaged in agriculture employment. Only those veteran students who are engaged in suitable agriculture employment will qualify for VA benefits. If a student fails to continue to meet the agricultural employment requirement, his eligibility will be terminated. The program utilizes a "career ladder" approach. This means that the student may pursue either a Diploma, or with the addition of several courses to the Diploma curriculum, he may obtain in Associate in Applied Science degree.

Entrance Requirements

The Veteran Farm Agriculture Program is open to anyone desiring to further their education in the area of agriculture. Those persons desiring VA benefits must receive their principal source of income from farming. This criteria will be evaluated by an on-site visit to determine VA eligibility.

Program Justitification

Rapid social and technological change has had many repercussions on agriculture. This program allows the veteran farmer to continue farming and at the same time update his knowledge of agriculture and relevant skills. The importance of this program in a rural primarily agricultural economy cannot be overstressed.

REQUIRED CURRICULUM

		1st Quarter	Credits
AGR	100	Farm Pond Development	1(1-0)
AGR	101	Farm Tractors I	3(2-3)
AGR	102	Farm Business Management	2(2-0)
AGR	104	Beef & Swine Production	2(2-0)
			8(7-3)

		2nd Quarter	Credits
AGR	105	Farm Tractors II	4(5-3)
AGR	123	Horticulture	2(2-0)
			6(7-3)

		3rd Quarter	Credits
AGR	107	Farm Accounting & Records	2(2-0)
AGR	109	Soil Science & Forage Crops	2(2-0)
AGR	125	Cabinet Making & Repair	3(2-3)
MAT	191	Metric System	1(1-0)
			8(7-3)

		4th Quarter	Credits
AGR	124	Plant Propagation — Identification	2(2-0)
AGR	134	Tobacco Productions	2(2-0)
AGR	114	Farm Electrification	3(2-3)
AGR	131	Soybean Production	2(2-0)
			9(8-3)

		5th Quarter	Credits
AGR	156	Techniques of Welding I	3(2-3)
AGR	111	Feeds and Feeding	2(2-0)
AGR	113	Wildlife Management	2(2-0)
AGR	115	Farm Service Agency	1(1-0)
			8(7-3)

		6th Quarter	Credits
AGR	136	Agricultural Math	1(1-0)
AGR	130	Pesticides	2(2-0)
AGR	132	Livestock Diseases & Parasites	2(2-0)
AGR	122	Farm Machinery Repair & Maintenance I	3(2-3)
			8(7-3)

		7th Quarter	Credits
AGR	128	Farm & Home Construction I	3(2-3)
AGR	121	Weed Identification & Control	2(2-0)
AGR	135	Agriculture Law	2(2-0)
AGR	140	Vegetable Production	1(1-0)
			8(7-3)

		8th Quarter	Credits
AGR	138	Farm Records & Taxes	2(2-0)
AGR	139	Fertilizers & Lime	2(2-0)
AGR	158	Farm & Home Construction II	3(2-3)
AGR	162	Farm Marketing	1(1-0)
			8(7-3)

		9th Quarter	Credits
AGR	144	Opportunities in Agriculture Bus.	1(1-0)
AGR	133	Farm Water & Plumbing Systems I	3(2-3)
AGR	110	Animal Science	2(2-0)
AGR	117	Grain Crops & Animal Feed	2(2-0)
			8(7-3)

		10th Quarter	Credits
AGR	153	Farm Water & Plumbing Systems II	3(0-5)
AGR	141	Surveying	3(2-3)
			6(2-8)

		11th Quarter	Credits
AGR	137	Home Appliance Repair	4(2-3)
AGR	143	New Sources of Farm Income	2(2-0)
AGR	163	Seed Production	2(2-0)
AGR	164	Community Leadership	1(1-0)
			9(7-3)

		12th Quarter	Credits
AGR	171	Farm Insurance	2(2-0)
AGR	172	Outdoor Recreation	1(1-0)
AGR	173	Forest Farm Management	2(2-0)
AGR	174	Botany	3(2-3)
			8(7-3)

Upon the completion of the Diploma program the students may elect to continue his education in pursuit of an Associate in Applied Science Degree. Those additional courses required for this degree are:

+RDG	101	College Reading	3(3-0)
+ENG	101	Freshman English	3(3-0)
ENG	211	Public Speaking	3(3-0)
		Business Elective	3(3-0)
		Social Science Elective	3(3-0)
			or
			5(5-0)
			15(15-0)
			or
			17(17-0)

Total Credit Hours Required: 109 or 111

+The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91

Nine Month Extension

Program Objectives

1. To increase efficiency in farming through a better understanding of the latest developments in agricultural technology.

2. To encourage continued education on the part of individuals engaged in farming as their principal.

3. To provide the veteran farmer with more than a basic understanding of all phases of farm operations and improve his skill as a farm manager.

		13th Quarter	Credits
AGR	225	Structural Design of Farm Buildings	3(3-0)
AGR	226	Livestock Disease Control	3(3-0)
AGR	227	Breeding of Farm Animals	2(2-0)
AGR	228	Economic Organization of Agriculture	2(2-0)
			10(10-0)

		14th Quarter	Credits
AGR	229	Vegetable Harvesting and Grading	2(2-0)
AGR	230	Food Processing and Storage	3(3-0)
AGR	231	Swine Management and Production	3(3-0)
AGR	232	Farm Safety	2(2-0)
			10(10-0)

		15th Quarter	Credits
AGR	233	Farm Labor Management	2(2-0)
AGR	234	Farm Estate and Business Planning	3(3-0)
AGR	235	Chemical Control of Weeds	2(2-0)
AGR	236	Agricultural Communications	3(3-0)
			10(10-0)

College Transfer Programs

REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

An Associate in Arts Degree may be pursued in the following areas of concentration; Liberal Arts, Agriculture, Business Education, Teaching Elementary, Teaching Secondary.

ORIENTATION - 1 Qtr. Hr.
Ori 100 (required), Ori 201 (Elective)

ENGLISH - 9 Qtr. Hrs.
Eng 101, Eng 102, Eng 103

READING - 3 Qtr. Hrs.
Rdg 101

HUMANITIES AND FINE ARTS - 18 Qtr. Hrs.
Humanities - 12 Qtr. Hrs. selected from the following:
Eng 201, Eng 202, Eng 203, Eng 205, Eng 206, Eng 207, Eng 231, Eng 232, Eng 233, Eng 241, Fre 101, Fre 102, Fre 103, Fre 201, Fre 202, Fre 203, Fre 211, Fre 212, Fre 213, Hum 121, Hum 122, Hum 123, Hum 131, Hum 132, Hum 133, Hum 201, Hum 202, Hum 204, Hum 205, Hum 206, Hum 207

Phi 201, Phi 205

Rel 201, Rel 202, Rel 203

Spa 101, Spa 102, Spa 103, Spa 201, Spa 202, Spa 203, Spa 211, Spa 212, Spa 213

Fine Arts - 6 Qt. Hrs. selected from the following—
Art 105, Art 110, Art 111, Art 112, Art 121, Art 131, Art 141, Art 201, Art 202, Art 203, Art 204, Art 210, Mus 101, Mus 102, Mus 103, Mus 104, Mus 105, Mus 154, Mus 164, Mus 174, Mus 201, Mus 202, Mus 203, Mus 204,

MATHEMATICS - 9 Qtr. Hrs. selected from one of the following combinations:
Mat 101, Mat 102, Mat 103, Mat 110, Mat 112+, Mat 113, Mat 170+, Mat 180, Mat 181, Mat 191

+These courses are corequisite

SCIENCE - 12 Qtr. Hrs. selected from the following—
Bio 101, Bio 102, Bio 103
Chm 101, Chm 102, Chm 103
Phs 101, Phs 102, Phs 103
Phy 201, 202, 203

SOCIAL SCIENCE - 19 Qtr. Hrs.
History - 9 Qtr. Hrs.
His 101, His 102, His 103
or
His 201, His 202, His 203

Social Science - 10 Qtr. Hrs. selected from the following—
Ant 120, Ant 125, Ant 132
Bus 221, Bus 222
His 210, His 211, His 212, His 214
Pol 201, Pol 202
Psy 201, Psy 202, Psy 203, Psy 205, Psy 225
Soc 201, Soc 202, Soc 203, Soc 225

PHYSICAL EDUCATION - 3 Qtr. Hrs. selected from 100 level PED courses.

ELECTIVES - 22 Qtr. Hrs.
It is recommended that elective hours be taken in the liberal arts area and-or cognate areas to the student's major area of concentration.

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN ARTS DEGREE - 96 Qtr. Hrs.

REQUIREMENTS FOR THE ASSOCIATE IN FINE ARTS DEGREE

An Associate in Fine Arts Degree may be pursued in the following areas of concentration: Art, Music.

ORIENTATION - 1 Qtr. Hr.
Ori 100 (required), Ori 201 (Elective)

ENGLISH - 9 Qtr. Hrs.
Eng 101, Eng 102, Eng 103

READING - 3 Qtr. Hrs.
Rdg 101

HUMANITIES - 12 Qtr. Hrs. selected from the following.
Hum 201, Hum 202
and-or
Art 105, Art 201, Art 202, Art 203
Eng 201, Eng 202, Eng 203
Eng 231, Eng 232, Eng 233
Mus 105
Phi 201

SCIENCE AND-OR MATHEMATICS - 9 Qtr. Hrs. selected from the following—
Science
Bio 101, Bio 102, Bio 103, Chm 101, Chm 102, Chm 103, Phs 101, Phs 102, Phs 103

Mathematics
Mat 101, Mat 102, Mat 103
Mat 112, Mat 113,
Mat 180, Mat 181

SOCIAL SCIENCE - 9 Qtr. Hrs.
His 101, His 102, His 103
or
His 201, His 202, His 203

PHYSICAL EDUCATION - 3 Qtr. Hrs. selected from 100 level PED courses.

ELECTIVES - 3 Qtr. Hrs.
It is recommended that electives be taken in the liberal arts area and-on cognate areas to the students's major area of concentration.

PROFESSIONAL PROGRAM COURSES - 47 Qtr. hours selected from courses available in the student's major area of concentration and selected to meet the needs of the student. (Requirements for the art and music programs differ. Course planning is essential to determine which courses are necessary to complete either program. Students must consult their advisor before undertaking any professional program courses.)

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN FINE ARTS DEGREE - 96 Qtr. Hours

REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

An Associate in Science Degree may be pursued in the following areas of concentration— Pre-Engineering, Mathematics, Science.

ORIENTATION - 1 Qtr. Hr.
Ori 101 (required), Ori 201 (elective)

ENGLISH - 9 Qtr. Hrs.
Eng 101, Eng 102, Eng 103

READING - 3 Qtr. Hrs.
Rdg 101

HUMANITIES AND FINE ARTS - 6 Qtr. Hrs. selected from the following:
Hum 201, Hum 202
or
Art 201, Art 202, Art 203
Eng 201, Eng 202, Eng 203
Eng 205, Eng 206, Eng 207
Eng 231, Eng 232, Eng 233, Eng 241
Mus 105
Phi 201

MATHEMATICS - 20 Qtr. Hrs. selected from the following:
+Mat 112, Mat 113
Mat 150
Mat 250, Mat 251, Mat 252

+Math-science majors must take Mat 170 as a corequisite of Mat 112.

SCIENCE - 24 Qtr. Hrs. selected from the following:
Bio 101, Bio 102, Bio 103
Bio 201, Bio 202, Bio 203
Bio 211, Bio 212, Bio 213
Bio 240, Bio 241
Chm 101, Chm, 102, Chm 103, Chm 203
Phy 201, Phy 202, Phy 203

SOCIAL SCIENCE - 9 Qtr. Hrs. selected from the following—
His 101, His 102, His 103
or
His 201, His 202, His 203

PHYSICAL EDUCATION - 3 Qtr. Hrs. selected from 100 level PED courses.

ELECTIVES - 21 Qtr. Hrs.
It is recommended that elective hours be taken in the liberal arts area and-or cognate areas to the student's major area of concentration.

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN SCIENCE DEGREE - 96 Qtr. Hrs.

Adult Education

Adult education (continuing education) programs offer high interest vocational and academic programs for adults who desire to improve themselves through acquiring a new skill or through acquiring some new information. This program is flexible and depends on your telling us what you want to learn and the availability of trained persons to teach.

The Adult Education Division offers a wide variety of non-credit courses each quarter. New or additional courses may be started when 12 or more persons interested in a particular subject contact SCC and make their wishes known. Persons interested in more information about courses should call 642-7141, extension 30 or write Adult Education Division, S.C.C., P.O. Box 151, Whiteville, N.C. 28472

Below is a partial list of courses which are available in Columbus County through the Adult Education Division of Southeastern Community College.

VOCATIONAL
Aviation ground school
Auto mechanics
Blue print reading
Brickmasonry
Cabinet making
Carpentry
Chair bottoming
Custodial training
Farm tractor maintenance
Hair styling
Horse shoeing
Plumbing
Real estate
Residential wiring
Small engine repair
Taxidermy
Wig care

HOME ECONOMICS
Cake decorating
Clothing construction
Crocheting
Drapery construction
Flower arranging
Hat making
Interior design
Knitting
Needlework
Quilting
Tailoring
Tatting
Upholstery

ACADEMIC
Adult basic education
Adult high school completion
Bible
Local history

CIVIL PREPAREDNESS
Bomb threat
Medical self help
Radiological monitoring

FIREMANSHIP
All courses needed for training and upgrading firemen

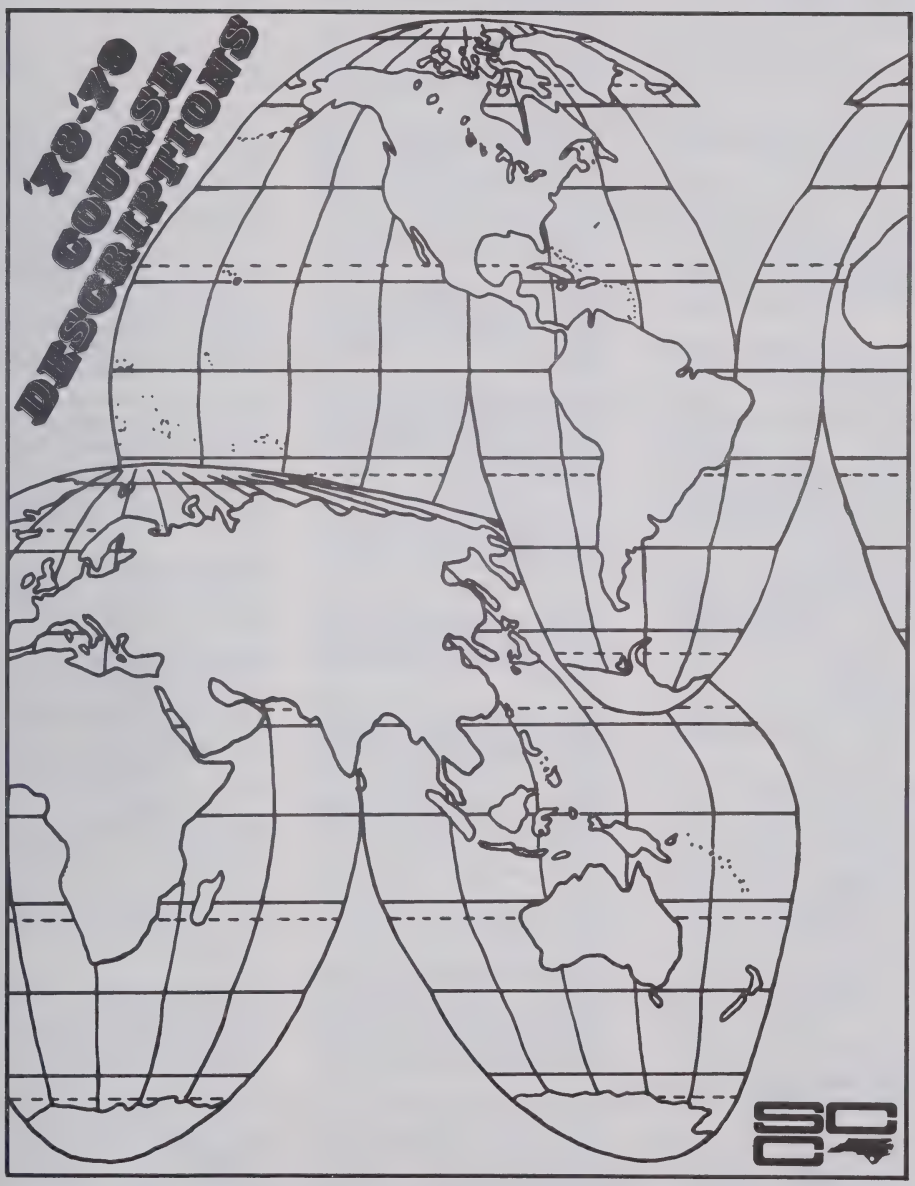
BUSINESS
ABC stenoscript
Communications
Gregg shorthand
Income tax
Legal secretarial review
Office procedure
Small business management
Stocks and bonds
Typing

ART
Ceramics
Choral music
Crafts
Crocheted jewelry
Decoupage
Macrame
Oil painting
Photography
Pine needle craft
Pottery
Water color painting

MEDICAL AND NURSING
First aid
LPN upgrading
Nursing assistant
RN refresher
Emergency Medical Technician

LAW ENFORCEMENT
All courses needed for training and upgrading law enforcement officers

OTHER COURSES
Boating safety
Crisis line training
Driver education
Environmental science
Food service
Gun safety
Human resources development
Organization and personnel management
Reality therapy
Supervisory development training
Wastewater treatment
Environmental science
Women's Studies


'78-'79
COURSE
DESCRIPTIONS

Credit Course Descriptions

Three digit course numbers designate courses which lead to a:
1) Associate in Arts degree ie. ENG 101
2) Associate in Fine Arts Degree ie. ART 110
3) Associate in Science Degree ie. MAT 251
4) Associate in Applied Science Degree ie. MAT 115.

Four digit course numbers designate course which lead to a:
1) Diploma
2) Certificate

The numbers to the far right following course titles have the following meaning:

The first number indicates CREDITS awarded for the course.
The second number in parenthesis indicates the number of CLASS HOURS (ie. hours spent in lecture or discussion) per week.
The third number in parenthesis indicates the number of laboratory hours, shop hours or studio hours per week.
For practice, interpret the following notation:
4(3-2)

4 credits will be awarded for the course. 3 hours will be spent in class each week, and 2 hours will be spent in lab or shop per week.

SPECIAL TOPICS **1 to 3 credits**
Upon approval of program dean, a department may schedule courses on special topics in any quarter. The course may carry from 1 to 3 credits with course numbers ranging from 194 to 199. The course will carry the prefix of the department by which it is offered (example: SOC 194.)

AGR 100 Farm Pond Development 1(1-0)
In this course, each student will have the project of planning the development of a farm pond for recreation and commercial fishing; factors such as capital outlay, feasibility of land, and future production will be considered in the students' projects.

AGR 101 Farm Tractors I 3(2-3)
...A study of farm tractors, including gas and diesel engines. Units to be studied include engines, ignition, electrical braking, cooling and transmission systems.

AGR 102 Farm Business Management 2(2-0)
Business management techniques and skills which apply to farm operations are covered in this course. Areas covered include: development of the concepts of cost and budgets as an aid in choosing what to produce, analysis of production factors to determine the least cost production procedure, analysis of data to determine level of production yielding highest net revenue, and examination of the inter - relationship of farm size, efficiency, gross farm income and net farm income.

AGR 104 Beef and Swine Production 2(2-0)
A study of the principles of selecting, breeding, feeding, care and management of beef cattle and swine.

AGR 105 Farm Tractors II 4(2-3)
A continuation of AGR 101.

AGR 107 Farm Accounting and Records 2(2-0)
An introductory course to accounting methods applicable to farm management.

AGR 109 Soil Science and Forage Crops 2(2-0)
A study of the development, classification, evaluation and management of soils and the care, cultivation and conservation of soil fertilizers. Also studied are the major grasses and legumes of economic importance in North Carolina.

AGR 110 Animal Science 2(2-0)
The fundamental principles of dairying and meat and animal production. The importance of dairy and meat products in the diet and in the economy.

AGR 111 Feeds and Feeding 2(2-0)
An introduction to applied animal nutrition, including the structure and function of the digestive tract, the nutrient value and classification of feedstuffs and the nutrient requirements and the formulation of livestock rations.

AGR 112 Farm Safety and First Aid 1(1-0)
An introduction of first aid to farmers to aid them in farm injuries. The study of OSHA requirements on the farm dealing with farm safety and machinery.

AGR 113 Wildlife Management 2(2-0)
The principles of management, protection, and conservation of those warm blooded vertebrates of aesthetic, sports or food values in urgan, rural, and wilderness areas.

AGR 114 Farm Electrification 3(2-3)
A study of basic principles of wiring farm buildings in the application of electricity to agriculture production.

AGR 115 Farm Service Agencies 1(1-0)
The study of the operations of ASCS, FHA, Cooperative Extension Service, Farm Bureau, Grange and Soil Conservation Service. To study the needs and aids to the farmer.

AGR 117 Grain Crops and Animal Feeding 2(2-0)
A study of scientific methods in the production of grain crops; composition, feed additives and nutritional requirements of livestock, as well as practical and economical feed formulation, are covered.

AGR 121 Weed Identification and Control 2(2-0)
A study dealing with the identification of annual and perennial weeds and grasses of North Carolina and the economic advantages of controlling them.

AGR 122 Farm Machinery Repair and Maintenance I 3(2-3)
Through demonstration and actual practical experience with all kinds of farm machinery, the proper care and the economic value of proper care and servicing of farm machinery are stressed.

AGR 123 Horticulture 2(2-0)
This course will be a mix between dealing with the fundamentals of forestry and farm forestry problems including planning, thinning, harvesting, and marketing and a study of the principles of care and selection of plants, shrubs, trees, and grasses for the home landscape. Field trips and demonstrations will be utilized to develop skills and practices needed in this discipline.

AGR 124 Plant Propagation & Identification 2(2-0)
Plant reproduction is studied from a scientific point of view; special attention is given to shrub propagation for the home landscape plan.

AGR 125 Cabinet Making and Repair 3(2-3)
Blueprinting of cabinets to be utilized in the home and on the farm is emphasized as well as various glues, varnishes and stains. Each student has the experience in shop of completing a cabinet project based on a home and - or farm cabinet need.

AGR 128 Farm and Home Construction I 3(2-3)
This course deals with the fundamentals of farm carpentry. An opportunity is given the student to apply skills learned to a home construction project.

AGR 130 Pesticides 2(2-0)
A study of the methods of controlling the beneficial and harmful insects affecting farm production in North Carolina.

AGR 131 Soybean Production 2(2-0)
Crop characteristics, varieties, environmental factors, rotations, control of pests and other production practices are covered.

AGR 132 Livestock Diseases and Parasites 2(2-0)
A study of the cause, damage, symptoms, prevention and treatment of parasites; management factors relating to disease and parasite prevention and control are examined.

AGR 133 Farm Water and Plumbing Systems 3(2-3)
A study of farm water needs and waste disposal; attention is given to planning and installing the system and its proper care and maintenance.

AGR 134 Tobacco Production 2(2-0)
A study of production practices relevant to flue - cured tobacco in North Carolina; plant bed practices, field production machinery, cultural practices, fertilization, harvesting, and marketing are covered.

AGR 135 Agricultural Law 2(2-0)
Designed to acquaint the student with basic principles of law. Contracts, agency and negotiable instruments, partnerships, corporations, sales, surety - ship, bailments, and real property are covered.

AGR 136 Agricultural Math 1(1-0)
A study of the fundamental operations and their application to business problems; payrolls, marking prices, interest, discount commissions, and taxes are covered.

AGR 137 Home Appliance Repair 4(2-3)
Repairing commonly used electrical appliances and machinery in the home or on the farm is stressed in this course.

AGR 138 Farm Records and Taxes 2(2-0)
A study of the records necessary in order to complete a tax form; prodecures and skills involved in income tax computations are also covered.

AGR 139 Fertilizers and Lime 2(2-0)
A review of the sources, function and utilization of major and minor plant food factors; commercial fertilizer ingredients, and soil acidity are covered.

AGR 140 Vegetable Production 1(1-0)
An examination of the commercial feasibility of vegetable production with a particular emphasis on vegetable crops that may be produced commercially in North Carolina.

AGR 141 Surveying I 3(2-3)
A study of the theory and practice of elementary claim surveying.

AGR 142 Agriculture Finance 2(2-0)
An analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit.

AGR 143 New Sources of Farm Income 2(2-0)
The farm enterprise system is analyzed and areas of production not present in the student's farm operation are explored.

AGR 144 Opportunities in Agriculture Business 1(1-0)
This course presenting the opportunities for part - or full - time employment in farm related occupations. Agriculture businesses such as feed and fertilizers, as well as farm custom machinery work, are considered.

AGR 145 Farm Marketing 3(2-3)
A study of farm market futures of grain, hedging and grading of farm crops. Field trips during the study of tobacco sales, vegetable sales, and grass sales will be required.

AGR 146 Soybean & Corn Production 3(3-0)
The production and improvement of corn and soybean products. The latest information on varieties, seed, fertilizer, disease, insect and weed control will be stressed. Equipment and harvesting techniques shall be incorporated for higher yields.

AGR 147 Fertilizer and Lime 3(2-2)
A study of the factors influencing soil productivity with emphasis upon fertilizer materials applied to Southeastern North Carolina soils. This study will include liquid and suspension fertilizer and bulk blend materials. Lime sources and the influence of soil acidity upon soil fertility and plant growth will be discussed. Soil testing and plant nutrient requirements of both secondary and major elements and how to correct them.

AGR 152 Farm Machinery Repair and Maintenance II 3(2-3)
This course is a continuation of AGR 122.

AGR 153 Farm Water and Plumbing Systems II 3(0-5)
A continuation of AGR 133.

AGR 155 Tobacco Production 3(3-0)
A study of production practices relevant to flue-cured tobacco in North Carolina. Plant bed practices, field production machinery, cultural practices, fertilization, harvesting and marketing are covered.

AGR 156 Techniques of Welding 3(2-3)
Arc and gas welding are studied in this course; safety and care of welding equipment is emphasized and applied. Welded joints and flame cutting are discussed and practiced in various positions that are applicable to mechanical repair work in steel fabrication.

AGR 157 Agriculture Calculations 3(3-0)
This course is designed to improve the student's ability in practical or applied calculations related to farm equipment, land surveying, area volumes, decimals, ratios, graphs, and averages.

AGR 158 Farm and Home Construction II 3(2-3)
A continuation of AGR 128.

AGR 160 Farm Service Agency 3(3-0)
A comprehensive study of local, state and federal services agencies that serve the farmer. Agriculture Stabilization Cooperation Services. Production Credit Association, Federal Land Bank, Farmers Home Administration and Federal Crop Insurance are some of the service agencies that will be studied in this course.

AGR 162 Farm Marketing 1(1-0)
This course is a study of farm marketing procedures. Local marketing procedures and probabilities are emphasized.

AGR 163 Seed Production 2(2-0)
A study of the production of quality seed in the southeastern United States. The seed chain for breeders of seed in North Carolina is outlined.

AGR 164 Community Leadership 1(1-0)
Robert's Rules of Parliamentary Procedure are emphasized and practiced in class; leadership roles and functions are covered in small group sessions.

AGR 170 Farm Cooperative Work Experience 4(0-40)
This course is designed for work experience on the farm under the supervision of an instructor. The student will maintain complete and accurate records on cost and taxes. The instructor of this course will visit the student a minimum of twice during the quarter. The on site visit will assist the student by providing information on crops and the general operation of a farm.

AGR 171 Farm Insurance 2(2-0)
Insurance information relative to a farmer's needs are covered in the course. Life insurance, worker's compensation, liability, mortgage insurance and accident insurance are emphasized as they regard the farmer and the employee.

AGR 172 Outdoor Recreation 1(1-0)
A study of the opportunities for farmers in the development of outdoor recreation areas are covered; local, state and federal matching funding for outdoor recreation development are emphasized.

AGR 173 Forest Farm Management 2(2-0)
A study of the maintenance, harvesting, and planting of local forest trees with an emphasis on tree farms and the economics of tree farming.

AGR 174 Botany 3(2-3)
A study of the internal and external structure of plant life of the forest is emphasized in this course. The functions of the various parts of trees, the inter - relationships of trees and other vegetation as well as the uses of the ecology of the forest are covered.

AGR 175 Farm Records 4(1-6)
The composition and maintenance of farm records relative to the obtaining of farm credit. A single entry system shall be taught and instructors will work with the student individually and as a group in class.

AGR 176 Farm Business Management 4(1-6)
This course is designed to enable the student to learn the basic principles of a successful agriculture business. Problems in farm budgeting, capital acquisition, land acquisition, farm size and business organization will be topics of special interest.

AGR 200 Small Engine Mechanics 4(2-4)
Subject includes air clearness, fuel systems, ignition systems, lubrication, crankshaft, valves, and rings, trouble-shooting, and tune up.

AGR 201 Agriculture Economics 3(3-0)
An introduction to economics, the functions of the economic system and agriculture's role in the economy. A review of the functions of the manager and an introduction to the principles he uses in making decisions to adjust to changing conditions. Analysis of the main source of change which affect agriculture firms.

AGR 203 Farm Taxes 3-(3-0)
A study of the records necessary in order to complete a tax form; procedures and skills involved in income tax computations are also covered.

AGR 204 Farm Insurance 3(3-0)
Life insurance, workers' compensation, liability, mortgage and accident insurance are emphasized as they concern the farmer and his employees.

AGR 205 Pesticides 3(3-0)
A study of the methods of controlling the beneficial and harmful insects affecting Southeastern North Carolina crops. A certification will be granted to those successfully completing the state exam.

AGR 207 Agriculture Law 3(3-0)
Designed to acquaint the student with basic law. Contracts, agency and negotiable instruments, partnerships, corporations, sales, suretyship, bailments, and real property are covered.

AGR 208 Feeds & Feeding 3(3-0)
A study of the composition of feeds, feed additives and the nutritional requirements of livestock. The course includes a study of the principles used in formulation of practical and economical rations of livestock.

AGR 209 Beef & Swine Production 3(3-0)
Development of the beef and swine production and marketing industries; principles and practices of selection, breeding, feeding, housing, marketing and management of beef and swine.

AGR 225 Structural Design of Farm Buildings 3(3-0)
The layout practices, design methods, use of material and the environmental relationships that are related to current changes for agricultural production techniques. Students will investigate farm structure problems.

AGR 226 Livestock Disease Control 3(3-0)
A study of the latest advances in disease control methods with emphasis on preventive mesures, including antibiotics and feed supplements.

AGR 227 Breeding of Farm Animals 2(2-0)
Cattle and Swine reproduction are emphasized in pratical application on the farm. Genetics will be incorporated in the course content as well as study of artificial insemination methods.

AGR 228 Economic Organization of Agriculture 2(2-0)
A study of the organization and operation of our economic system as related to farming. Economic forces determining the production, level of prices and consumption of farm products. The role of the government and households in farm economics.

AGR 229 Vegetable and Harvesting and Grading 2(2-0)
A course designed to provide practical experience and understanding of manual and mechanical harvesting and grading aids. Government grading practices, quality standards, packaging, and special handling methods involved in vegetable production will be studied.

AGR 230 Food Processing and Storage 3(3-0)
A study of food processing practices as applied to farm produce. Packaging, sterilization, and preservation of food for storage and shipping will be studied. Additional topics to be covered include federal regulations, food chemistry, and bacterial control.

AGR 231 Swine Management and Production 3(3-0)
A scientific study of selecting, breeding, feeding, and management of swine. Special emphasis will be placed on planning, breeding, and marketing as applied to swine production.

AGR 232 Farm Safety 2(2-0)
A study of potential farm hazards and methods of preventing or reducing farm accidents. Also covered will be state regulations concerning highway use of farm machinery and a review of first aid techniques.

AGR 233 Farm Labor Management 2(2-0)
A study of farm labor relations with management with special emphasis on working conditions, liability, taxes, and social security requirements.

AGR 234 Farm Estate and Business Planning 3(3-0)
An examination of how farm property is held and owned and a review of the family insurance program. Additional study will include special considerations in farm organization and estate planning.

AGR 235 Chemical Controls of Weeds 2(2-0)
The chemicals and physical properties of agricultural chemicals, their uses and effects on plants and their toxicity to man and animals. Chemical formulations, calibration of equipment, and methods of application in weed control are also covered.

AGR 236 Agricultural Communications 3(3-0)
A course concerned with the applicability of communications theory to agricultural organizations. Emphasis will be placed on interpersonal communications skills designed to assist the farmer in working with small groups and various farm agencies.

AHR 101 Automotive Air Conditioning 3(2-4)
This course emphasizes the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing are stressed.

AHR 111 Advanced Automotive Air Conditioning 3(2-4)
A continuation of AHR 101.

AHR 1121 Principles of Refrigeration 6(4-6)
An introduction to the principles of refrigeration; various refrigerants are examined, as well as the use and construction of valves, fittings, and basic controls. Practical experience involves: tube bending, flaring, and soldering. Safety procedures and measures are always emphasized.

AHR 1122 Domestic and Commercial Refrigeration 6(4-6)
A study of domestic and commercial refrigeration systems emphasizing the servicing and maintenance of these systems. Utilization of manufacturers' catalogs in sizing and matching system components is covered. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisite: AHR 1121.

AHR 1123 Principles of Air Conditioning 10(5-15)
Selection of various heating, cooling and ventilating systems is emphasized in the course, as well as investigation and control of variables affecting air cleaning, movement, temperature and humidity. Commercial air conditioning equipment is assembled and tested, and training in practical sizing and balancing of duct work is provided. Prerequisite: AHR 1122.

AHR 1124 Air Conditioning and Refrigeration Servicing 5(3-6)
Emphasis is on the installation, maintenance, and servicing of equipment used in cleaning, charging, humidification and temperature control of air in an air conditioned space. Prerequisite: AHR 1123.

AHR 1126 All - Year Comfort Systems 5(3-6)
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for year - round comfort will be studied; experience with this equipment will be provided in the laboratory. Prerequisites: AHR 1123; AHR 1128.

AHR 1128 Automatic Controls 5(3-6)
Included in this course are: electric and pneumatic controls, zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls. Prerequisites: ELC 1102; AHR 1122.

ANT 120 Introduction to Anthropology 5(5-0)
An introduction to the discipline of anthropology and its various areas of concentration. The major emphasis of the course is man's social nature. A survey of physical anthropology, archaeology, and linguistics in the first three weeks provide a framework from which the idea of man as a cultural animal is developed.

ANT 125 American Indian History and Culture 5(5-0)
A survey of native American history from paleo - Indian traditions of the past to those of the present day; special emphasis is given to modern problems of acculturation and social change.

ANT 132 Man and the Supernatural 3(3-0)
Through first - hand study of religious practices, the course is designed to prepare the student to identify and analyze the processes by which given communities express their perceived relationships to the supernatural. The primary religious norms of shamism and those of institutional religions will be focused on.

ART 105 Art Appreciation 5(5-0)
The purpose of this course is to establish an understanding of art and to develop an appreciation of the relationship between art and man in given environments in different cultures.

ART 110 Fundamentals of Design 5(5-2)
An introductory course emphasizing the elements and principles of design. Students have direct experience in a variety of media including charcoal, ink, paint, and print - making.

ART 111 Creative Design 3(3-2)
A studio course designed to develop the student's skill and self - expression through the use of various materials in two and three dimensional design.

ART 112 Figure Drawing 3(3-2)
A studio course concerned with developing the student's perception of the human figure, through interpreting a human model in various media, and through consideration of anatomy and composition.

ART 113 Advanced Drawing 3(3-2)
This course provides opportunities for independent work on problems in drawing. Permission of instructor is necessary.

ART 121 3-D Drawing—Beginning Sculpture 4(4-2)
This course entails visualizing form through drawing; the student will have experience working in modeling clay and other 3-D materials.

ART 122 Sculpture I 3(3-2)
Work in wood, metal wire, soft stone, and plaster is stressed; the language of form is emphasized. Prerequisite: ART 121.

ART 123 Sculpture II 3(3-2)
Specialization in the student's preferred medium. The student will set his own individual goals. Prerequisite: ART 122.

ART 124 Sculpture III—Advanced 3(3-2)
This course provides opportunities for independent work on problems in sculpture. Permission of instructor is necessary.

ART 131 Beginning Pottery 3(3-2)
Handbuilding and throwing on the wheel is stressed, as well as technical information relating to the fundamentals of pottery.

ART 132 Advanced Pottery I 3(3-2)
Techniques of making functional pottery as well as those of making sculptural pottery requiring knowledge of form and style are elaborated upon. Prerequisite: ART 131.

ART 133 Advanced Pottery II 3(3-2)
The student's level of proficiency in pottery is assumed, and further developed through study of historical pottery methods and through study of modern pottery. The students are required to create their own colors through mixing glazes.

ART 134 Advanced Pottery III 3(3-2)
This course provides opportunities for independent work on problems in pottery. Permission of instructor is necessary.

ART 141 Printmaking I 3(3-2)
Introduction to various printing techniques including etching, wood cuts, and linoleum cuts. Students will begin with linoleum cuts, working up to the wood cut and a brief introduction to etching.

ART 142 Printmaking II 3(3-2)
Advanced course in printing techniques with emphasis on etching. The student learns to use a number of different plates and colors to create one work. Prerequisite: ART 141

ART 143 Printmaking III — Advanced 3(3-2)
This course provides opportunities for independent work on problems in sculpture. Permission of instructor is necessary.

ART 180 Art for Elementary Teachers 5(5-0)
A study of methods and philosophies of art education in the elementary school, with emphasis on the special logic of children's drawing. Studio work introduces projects in various art media for two and three dimensional creative work.

ART 201 Survey of Art History I — Ancient Art 5(5-0)
A survey of the general periods of art from prehistoric time through the Roman Empire.

ART 202 Survey of Art History II — Gothic and Renaissance Art 5(5-0)
A survey of painting, architecture, and sculpture from the Early Christian period to the French Revolution.

ART 203 Survey of Art History III — Modern Art 5(5-0)
An illustrated study of the significant trends in painting, architecture, and sculpture since 1800.

ART 204 Art History IV. Travel Study 2
A travel study course dealing with the visual arts of selected civilizations by studying the history and background and visiting locations where the art form is on display.

ART 210 Painting Processes 3(3-2)
Exploration of different painting media with an emphasis on development of techniques for self - expression. May be repeated for credit. Prerequisite: ART 110 or permission of instructor.

ART 211 Portrait Painting 3(3-2)
A studio course designed to develop the student's color sensibility using different painting media. The student will work from the living model. Prerequisite: ART 210 or permission of the instructor.

ART 212 Advanced Painting 3(3-2)
This course provides opportunities for independent work on problems in painting. Permission of instructor is necessary.

AST 101 Introduction to Astronomy 3(3-0)
An introductory course in astronomy, including study of the solar system, the planets, and the constellations. Some work with the telescope will be emphasized.

AUT 1111 Auto Body Repair 9(4-15)
Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1112 Auto Body Repair 9(4-15)
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting. Prerequisites: AUT 1111, WLD 1101, PHY 1101.

AUT 1113 Metal Finishing and Painting 7(3-12)
Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools. Prerequisites: AUT 1112, WLD, 1105.

AUT 1114 Body Shop Applications 10(3-21)
General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster. Prerequisites: AUT 1115, PHY 1102, PME 113.

AUT 1115 Trim & Glass Installation 5(2-9)
Methods of removing and installing interior trim; cutting, sewing and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. The student gains a thorough knowledge of the engine cooling system. Tests are made to insure normal engine cooling operation. Prerequisites: AUT 1112, WLD 1105.

BIO 101 General Biology 4(3-2)
An introduction to the biological principles; a study of the chemical and physical properties of the living cell; selected laboratory experiments to reinforce lectures.

BIO 102 General Biology 4(3-2)
A study of the structure and function of the major systems of the human body. Laboratory experiments complement the lecture topics. Prerequisite: BIO 101.

BIO 103 General Biology 4(3-2)
A study of plant and animal heredity with emphasis on human inheritance. Plant anatomy and morphology in addition to ecology and evolution are also covered. Prerequisite: BIO 101.

BIO 171 Human Sexuality 3(3-0)
This course offers an in-depth study of the biological aspects of human reproduction.

BIO 201 Botany I 4(3-2)
A survey of the plant kingdom with emphasis on structure, physiology, reproduction, ecology, and classification of representative types.

BIO 202 Botany II 4(3-2)
A continuation of BIO 201.

BIO 203 Botany II 4(3-2)
A continuation of BIO 202.

BIO 204 Anatomy & Physiology I 5(4-2)
A miscroscopic and macroscopic study of the human body as a functioning system, including basic chemical and physical principles that pertain to cell structures and function, general body plan, skeletal and muscular systems. Prerequisite or Co - requisite: CHM 151.

BIO 205 Anatomy & Physiology II 5(4-2)
A continuation of BIO 204 including a study of human excretory, reproductive and endocrine systems; special senses, metabolism and immunity will also be covered. Prerequisite: BIO 204.

BIO 206 Anatomy & Physiology III 5(4-2)
A continuation of BIO 205 including a study of fluids and electrolytes, acids and bases and stress.

BIO 207 Microbiology 3(2-2)
A study of microbes with emphasis on the morphology, physiology and means of destruction of inhibition of human pathogens. Prerequisite: BIO 206.

BIO 211 Zoology I 4(3-2)
An introduction to the principles of Animal Biology with emphasis on the major phyla of animals; life histories, morphology, physiology and economic significance is stressed.

BIO 212 Zoology II 4(3-2)
A continuation of BIO 211.

BIO 213 Zoology III 4(2-3)
A continuation of BIO 212.

BIO 240 Genetics I 3(2-2)
An introduction to the principles of inheritance. Molecular aspects of gene action will be covered along with the Mendelian laws of transmission, the role of genes in human development and the genetics of populations.

BIO 241 Genetics II 3(2-2)
A continuation of BIO 240

BPR 110 Blueprint Reading & Sketching I 2(1-2)
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundation, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three - view and pictorial sketches.

BPR 113 Blueprint Reading & Sketching II 2(1-2)
Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes.

BPR 1000 Blueprint Reading & Sketching 2(1-2)
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.

BPR 1104 Blueprint Reading Mechanical 2(1-2)
Interpretation and reading of blueprints as well as information concerning the basic characteristics of the blueprint: (i.e., lines, views, dimensioning procedures and notes).

BPR 1105 Blueprint Reading: Mechanical 1(0-3)
A continuation of BPR 1104 with a concentration on blueprints as they are used in industry; prints supplied by industry are examined; drafting room procedures, making plans for operations, and sketching to communicate ideas are covered. Prerequisite: BPR 1104.

BPR 1106 Blueprint Reading: Mechanical 1(0-3)
A continuation of BPR 1105; advanced blueprint reading and sketching particularly as they relate to detail and assembly drawings used in machine shops are treated, as well as the interpretation of drawings of complex parts and mechanisms.

BPR 1110 Blueprint Reading & Sketching 1(0-3)
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.

BPR 1111 Blueprint Reading & Sketching 1(0-3)
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches. Prerequisite: BPR 1110

BPR 1115 Blueprint Reading: Plumbing Trades 1(0-3)
Sketching diagrams and schematics, and interpretation of blueprints applicable to the plumbing trades. Emphasis will be on plumbing plans for domestic and commercial buildings. Piping symbols, schematics, diagrams and commercial buildings. Piping symbols, schematics, diagrams and notes will be studied in detail. Applicable building and plumbing codes will be used for reference.

BPR 1116 Blueprint Reading: Air Conditioning 2(1-3)
This course is designed for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading blueprints common to the air conditioning trades. Prerequisite: BPR 1105.

BPR 1117 Blueprint Reading: Welding 2(1-2)
A study of blueprints in which welding procedures are symbolically expressed. Course will focus on application and interpretation of welding symbols.

BPR 1118 Pattern Development and Sketching 2(1-2)
This course covers welding symbols, methods of laying out sheets of steel, sketching welding projects, jigs, and holding devices; developing pipe and angle layouts using patterns and template is also stressed.

BUS 101 Typewriting I 3(1-4)
This course emphasizes the study of keyboard, the mechanics of the typewriter necessary for acquisition of elementary typewriting skills, and development of speed and accuracy.

BUS 102 Typewriting II 3(1-4)
This course emphasizes improvement of typewriting skills, manuscript writing, basic letter writing, and tabulations. Prerequisite: BUS 101 or permission of instructor.

BUS 103 Typewriting III 3(1-4)
This course is designed primarily for students majoring in business and business education. Emphasized are legal typing, special reports for executives, tabulated reports and communications. Prerequisite: BUS 102 or permission of instructor.

BUS 104 Typewriting IV 3(1-4)
This course is designed especially to increase the proficiency of students who seek a career as clerk - typist, stenographer, or secretary. Prerequisite: BUS 103 or permission of the instructor.

BUS 105 Introduction to Business 5(5-0)
A survey course covering topics concerning the nature of the private enterprise system and its relationship to economic organization. Tools used in recording, appraising, and controlling business are covered. Government regulations, laws, taxes, and ethical standards are examined, as well as business finance, production, and marketing.

BUS 106 Business Law I 3(3-0)
A general course covering the fundamentals and principles of business law including: contracts, personal property, and bailments.

BUS 107 Business Law II 3(3-0)
A study of business law with emphasis on sales contracts, commercial paper, creditor's rights, secured transactions, risk-bearing, agency and employment.

BUS 108 Beginning Shorthand 4(3-2)
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

BUS 109 Intermediate Shorthand 4(3-2)
Continued study of theory with a greater emphasis on dictation for transcription. Minimum dictation rate of 60 words per minute for 3 minutes is the standard. Prerequisite: BUS 108 or a dictation rate of 40 words per minute on new material for 3 minutes.

BUS 110 Advanced Shorthand 4(3-2)
Introduction to office - style dictation. Emphasis is on development of speed in dictation and accuracy in transcription. Minimum dictation rate of 80 words per minute for 3 minutes is the standard. Prerequisite: BUS 109 or permission of instructor.

BUS 111 Principles of Accounting 4(3-2)
A study of the basic accounting procedures and the theory underlying those procedures. Introduction to the accounting cycle for the business enterprise is included.

BUS 112 Principles of Accounting 4(3-2)
A continuation of accounting theory developed in BUS 111 including accounting for plant assets, inventory, and introduction to partnership and corporate accounting. Prerequisite: BUS 111.

BUS 113 Principles of Accounting 4(3-2)
The study of accounting as applicable to the control of costs and development of managerial decision - making information. Prerequisite: BUS 112.

BUS 114 Secretarial Accounting I 4(3-2)
A plan of study designed to provide secretarial science and clerical students with the accounting background needed in the normal office situation, as well as an entire range of bookkeeping skills.

BUS 115 Secretarial Accounting II 4(3-2)
A continuation of BUS 114. Included are basic accounting principles and their application to a business situation including payroll computation and tax forms. Prerequisite: BUS 114.

BUS 116 Office Machines I 5(3-4)
Students are trained in the technique, process, operation, and application of the ten - key adding machines, electronic printing calculators, Burroughs posting machine and 29 Keypunch machine. Prerequisite: BUS 141.

BUS 118 Machine Transcription I 3(1-4)
This course provides training in transcribing from dictating machines, with special emphasis on typewriting speed, accuracy, and good English grammar usage. Prerequisite: ENG 101 & 102; BUS 101 & 102. The student should type at the minimum rate of 35 net words per minute and must pass the Odell or Tedens test with a score of 75 percent or better.

BUS 119 Machine Transcription II 3(1-4)
A continuation of BUS 118.

BUS 124 Business Finance 3(3-0)
A survey of finance. Topics studied include: financial institutions, financial instruments, and financial statements.

BUS 130 Introduction to Data Processing Systems 5(4-2)
This course introduces the student to Electronic Data Processing hardware components and their functions; study focuses on using the EDP system in solving business and social science problems; communicating with EDP terminology is stressed; the role of the computer in society and its effect on society is discussed.

BUS 141 Business Math 3(3-0)
This course stresses fundamental arithmetic operations and their application to business problems. Decimals, fractions and percentages as they relate to business operations are stressed. Prerequisite: MAT 92 or one successful year at high school algebra.

BUS 142 Business Math 3(3-0)
This course stresses basic math operations related to accounting. Financial charges based on interest, payroll computation and payroll deductions, as well as depreciation are covered. Prerequisite: BUS 141 or permission of instructor.

BUS 170 Personal Economics 3(3-0)
This course introduces basic economic theory and deals with its relationship to personal financial management.

BUS 206 Dictation and Transcription 4(3-2)
This course develops the skills of taking dictation and transcribing materials including a review of theory, and the dictation of familiar and unfamiliar material at varying rates of speed. Prerequisite: BUS 110.

BUS 207 Dictation and Transcription 4(3-2)
This course concentrates on development of accuracy, speed and vocabulary that will enable the stenographer to meet the demands of business, technical, and professional offices. Prerequisite: BUS 206.

BUS 208 Dictation and Transcription 4(3-2)
This course is mainly a speed building course concentrating on neatness as well as accuracy.

BUS 213 Office Procedures 5(5-0)
This course is designed to acquaint the student with typical responsibilities of the office worker, like receptionist duties, filing, handling the mail, sending telegrams, etc. Prerequisite: BUS 104.

BUS 219 Business Communications 3(3-0)
Techniques and style of writing various types of business communications are covered: business letters of all types, business reports of various types and spot announcements for radio and television. Prerequisites: ENG 101 & 102; BUS 101 & 102.

BUS 220 Human Relations in Business 3(3-0)
The problems of interpersonal relationships in organizations. Emphasis on motivation, morale, supervision, decision making, and communications.

BUS 221 Economic Principles I 5(5-0)
An introduction to economic principles, problems and policies, accounting, policy aspects of national income and product, as well as public finance, banking and international trade.

BUS 222 Economic Principles II 5(5-0)
This course focuses upon theories of production, determination of prices, distribution of income, monopolies, industrial relations and comparative economic systems. Prerequisite: BUS 221.

BUS 229 Personal Taxes 3(3-0)
The course is designed to enable the student to fill out his income tax returns (state and federal). The student will be able to fill out the tax forms and schedules that the average businessman, farmer, or professional person must complete and submit to the Federal Internal Revenue Service and the North Carolina Department of Revenue.

BUS 231 Fundamentals of Management I 3(3-0)
This course deals with a fundamental approach to the management process. An operational theory of management is developed which applies to all types of organizations.

BUS 232 Fundamentals of Management II 3(3-0)
This course covers management theory as it applies to various practical administrative situations. Prerequisite: BUS 231.

BUS 233 Personnel Management 3(3-0)
This course covers the employee - management relationship, labor unions, hiring and personnel development, financial compensations, and employee security.

BUS 235 Small Business Management 3(3-0)
This course covers the principles involved in business management: planning, controlling, directing and financing as related to a small business firm.

BUS 238 Marketing 3(3-0)
This course is designed to acquaint the student with the structure and functions of the marketing system.

BUS 239 Salesmanship 3(3-0)
A study of salesmanship including: the skills of good salesmanship, the selling process, consumer motivation, and the management of selling.

BUS 240 Advertising 3(3-0)
A theoretical and applied approach to managing advertising campaigns.

BUS 247 Business Insurance 3(3-0)
A presentation of the basic principles of risk, insurance, and their applications. A survey of the various types of insurance is included.

BUS 255 Key - Punch 3(1-4)
The course covers basic information for operation of card-punch machines through utilization of lecture, lab and practice set materials.

BUS 260 Business Filing 3(1-2)
The course covers fundamentals of indexing and filing for business. Methods covered are: Alphabetic, Tripie Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

BUS 280 Accounting I 4(4-0)
This course is a comprehensive treatment of all up - to - date accounting principles and gives the student ample opportunity through examples, illustrations, and correlated activities to learn how the principles are applied.

BUS 281 Analyzing Financial Statements 4(4-0)
This course covers characteristics of Financial Statements and Financial Statement Analysis.

BUS 282 Bank Public Relations and Marketing 4(4-0)
This course discusses the basics of public relations, both internal and external, and seeks simply to provide an over - view of public relations and marketing.

BUS 283 Commercial Law 4(4-0)
This course is designed to teach the banker to act in accordance with established legal principles and to provide a general knowledge of legal problems pertaining to business and banking.

BUS 284 Credit Administration 4(4-0)
This course, directed toward the executive level, covers factors influencing and determining loan policy, methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans.

BUS 285 Economics 4(4-0)
This course explains how the economic system operates. It treats the determination of relative value in markets with different types of competition, applies the underlying principles of international economics and finance, and approaches the limitations and pitfalls of economics from the layman's viewpoint.

BUS 286 Effective English 4(4-0)
This course examines language usage from a communications theory standpoint and a grammatical standpoint. It also is concerned with language mastery through wide reading, an interest in words, and practice in writing.

BUS 287 Fundamentals of Bank Data Processing 4(4-0)
This survey course has been developed to meet the need for a broadly based and non - technical explanation of electronic data processing as applied to banks.

BUS 288 Bank Management 4(4-0)
This course covers new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provided new and experienced bankers with working knowledge of bank management incorporating case studies as examples.

BUS 289 Principles of Bank Operations 4(4-0)
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad, operational perspective.

BUS 290 Installment Credit 4(4-0)
This course emphasizes: establishing credit, obtaining information, servicing the loan, and collecting the amounts due in an efficient credit operation. Other topics discussed are inventory financing, special loan programs, business development and advertising, and public relations aspects of installment lending.

BUS 291 Supervision and Personnel Administration 4(4-0)
This course is designed to aid first - line supervisors in making a smooth transition from expert in a task to supervisor producing results through efforts of other people. The supervisor must reflect management attitudes, utilize management policies and achieve maximum production.

BUS 292 Accounting II 4(4-0)
The content of this course was selected with two major objectives in mind: immediate on - the - job usefulness, and contribution to the student's future growth in the banking field. The course consists of a detailed study of balance sheet items, covers manufacturing accounting and product costing, and includes an appropriate study of cost analysis for managerial decisions.

BUS 293 Law and Banking 4(4-0)
An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi - contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial papers, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform commercial Code.

BUS 295 Management of Commercial Bank Funds 4(4-0)
This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions are spelled out so that this text is useful to bankers in institutions of all sizes.

BUS 297 Real Estate Fundamentals 3(3-0)
This course covers the terminology and law of real estate, real estate financing and appraising, and the mathematics on North Carolina Real Estate Examinations.

BUS 1103 Small Business Operations 3(3-0)
This course is an introduction to the business world; it includes problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventory, layout of equipment and offices, methods of improving business, and employer - employee relations.

CAR 1101 Carpentry 8(3-15)
A brief history of carpentry and present trends of the construction industry. The course will involve operation, care, and safe use of carpenters handtools and powertools in cutting, shaping, and joining construction materials used by the carpenter. Major topics of study will include: theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.

CAR 1102 Carpentry: Millwork and Cabinet Making 8(3-15)
Cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of base and wall cabinets, built-in desk, door and window frames, stairs and interior and exterior cornice and trim.

CAR 1103 Carpentry: Framing 8(3-15)
Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including floor joist, sub-floor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as electrical, air conditioning, heating, and plumbing.

CAR 1104 Carpentry: Finishing 9(3-18)
Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as exterior cornice, door and window trim, interior flooring, door and window facing, moldings, and cornice construction. Installation of hardware, and installation of built-in equipment and cabinets.

CAR 1113 Carpentry: Estimating 4(3-3)
This is a practical course in quantity "take off" from prints of jobs performed by the carpenter. Figuring the quantities of materials needed and costs of building various components and structures.

CAR 1114 Building Codes 3(3-0)
A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

CDE 101 Observation and Recording 3(3-2)
This course is designed in order that the student may observe the physical and psychological actions of the pre - school child. Recording of these actions in different observation formats is an essential part of this course.

CDE 102 Rhymthic Activities and Creative Expression 4(3-3)
This course is designed to acquaint the student with the different kinds of musical experiences that should be included in a child development program and how these experiences contribute to the development of the young child.

CDE 103 Child Development: Conception to Age Six 3(3-0)
This course is a detailed study of the child's development between the ages of conception to age six; factors covered are: effect of experiences on behavior patterns, attitudes and interpersonal skills; language utilization is also covered.

CDE 104 Foods For Children 4(3-2)
This course is designed to teach the nutritional needs of growing children. Food needs and menu planning for the mid - morning snack and lunch are covered.

CDE 105 Preschool Education 5(3-6)
This course deals with the various considerations one deals with when setting up a pre - school room (i.e., what equipment to purchase to augment muscle control, etc.,). Different types of pre - schools are presented in discussion.

CDE 106 Science for the Preschooler 4(3-2)
This course is designed to explore those basic everyday principles relevant to the child's interest about his environment.

CDE 107 Parent Education 2(2-0)
This course emphasizes family counseling procedures and techniques that will better prepare the student to relate to and work with parents.

CDE 108 Pre - School Practicum 5(3-5)
This course requires that the student work in the pre - school at least 9 hours per week; emphasis is on the incorporation of skills learned in prior CDE courses; the student is required to take initiative in planning activities for entire weeks and days.

CDE 109 Motor Development 3(2-3)
This course involves the understanding of motor development during the preschool years and different ways to channel a child's movements into creative expression.

CDE 110 Creative Activity 4(3-2)
This course allows the student an opportunity to work with all types of media used in the preschool classroom in creative self - expression.

CDE 111 Literature for Children 3(3-0)
This course presents books and materials to be used in the preschool room; different types of literature are covered and different modes of utilization discussed.

CDE 112 Child Guidance 3(3-0)
This course is designed to acquaint the student with behavior problems in children during the preschool years and to discuss different methods for guiding children into acceptable behavior.

CDE 113 Marriage and Family Relationships 3(3-0)
This course is designed to discuss methods of solving problems which effect relationships within the family. Topics will include family management, types of family planning and services available within the community for all members of the family.

CDE 114 Internship in A Preschool Program 7(2-18)
This course includes a student teaching quarter in which the student teaches in a preschool setting.

CDE 115 Child Growth and Development: Middle Childhood to Adolescence 3(3-0)
This course is a detailed study of the developmental sequence between middle childhood and adolescence, emphasizing environmental and social factors, behavior pattern formation, and value system development.

CDE 116 Exceptional Children 3(3-0)
This course presents the etiology of the mentally retarded and the child with emotional problems. Problems that parents of these children have are explored.

CDE 117 Internship in a Public School Setting 13(0-30)
This course includes a student teaching quarter in which the student teaches in a public school setting.

CDE 118 Child Development For Day Care Workers 3(3-0)
A study of the developmental sequence during infancy, toddlerhood, and preschool periods. Course is designed for beginning students, paraprofessionals, and day care workers who need to increase their understanding of infants and children. Emphasis will be given to the total development of the preschool child and applying this information to day care work.

CDE 119 Introduction to Early Childhood Education 4(3-2)
This course is designed to promote understanding of role and responsibilities of the Child Care Worker. Emphasis will be given to history of early childhood education, how developmental needs of children under age six can be used to plan early childhood programs. Topics will include: physical plan equipment and space utilization, teacher qualifications, and the importance and methods of observing children.

CDE 120 Curriculums For Child Care Centers 5(3-5)
This course will provide ideas, materials, and methods for establishing a successful curriculum within a child care center. Students will identify, plan, and organize appropriate programs for various levels through class discussion and individual projects. Laboratory experiences will provide opportunities to participate in planning activities, selecting materials, and developing techniques for working with children.

CDE 121 Home and Community Influences On Young Children 4(3-2)
The course is designed to aid the child care worker to plan for positive school-home relationships, effective communication, and parent involvement in school activities to strengthen the family as well as to contribute to the development of the child himself.

CDE 122 Working With The Young Child With Problems 3(3-0)
Study of the behavior in relation to developmental stages, with emphasis on behavior which is symptomatic of emotional or physical handicaps. Effective interaction and other types of remedial help are explored. Parental problems are also discussed.

CDE 123 Language Development In Young Children 4(3-2)
Emphasis on development of skills in the language arts-listening, speaking, writing, and reading. Student will be encouraged to help child to develop comprehension and capacity for use of written and oral language. Each student will plan activities to encourage language development in the young child.

CDE 124 Books For Children 4(3-2)
This course will acquaint the student with the current and classic literature in the children's field and will give the student practice reading to children, telling stories to children, and using media such as puppets, tapes, filmstrips that are appropriate for young children.

CDE 125 Administration And Supervision In A Preschool Facility 3(3-0)
Designed to assist student in establishing policies and procedures for the operation of a center for group care of young children. Emphasis will be on topics such as: supervision and evaluation of staff members, budgeting processes, food and health services, and discussion of laws and regulations of child care centers.

CER 1101 Pottery I. Ceramic Materials, Procedures, and Techniques 14(8-18)
This is an introductory course in the study of pottery production. Clay conditioning and techniques of throwing are introduced. Practice in throwing is emphasized to gain manipulative skills. The preparation and application of glazes, the study of different type of kilns, and the organization of the ceramic shop for efficient production is part of the course.

CER 1102 Pottery II. Ceramic Materials, Procedures, and Techniques 8(5-9)
This course requires more intensive experience in disciplined throwing. A general study of ceramic raw materials and supply sources will be included. Clay composition and formulation, glaze calculation process, and kiln stacking process is studied by the student actually engaging in experimentations. Students develop a "shop routine" that is coordinated to the actual production process.

CER 1103 Pottery III. Ceramic Materials, Procedures, and Techniques 5(5-9)

This course includes continued discipline in throwing with emphasis placed upon making matching sets and individually designed functional ware. The student will be introduced to coil and slab pottery. The techniques of surface decorations in conjunction with glazes is developed. The study also includes using the pug mill to prepare clay and the stacking of the kiln individually by each student.

CER 1104 Pottery IV. Advanced Ceramic Materials, Glazed Theory, Calculation Kiln Design 8(5-9)

This course emphasizes advanced throwing techniques with each student designing a matching set of dinner ware, plates, bowls, cups, saucers, mugs, tea pot, coffee pot, sugar bowl and creamer, as well as learning to throw off the hump. a significant amount of time is allocated to the mass production of pottery; students address themselves to the following areas: shop layout and design, mass production techniques, staff utilization, time study, pricing and selling wares.

CER 1105 Pottery Practicum I 5(0-15)
The objective of this course is to provide the student-before graduation from Pottery Making - a working practice in an environment in which he will work after graduation and upon empoloyment. This period of time will enable the student to use the equipment and perform the processes and services required of his specialty under close supervision.

CER 1106 Pottery Practicum II 5(0-15)
Same as Pottery Practicum I.

CER 1107 Pottery Practicum III 5(0-15)
Same as Pottery Practicum I.

CHM 100 Introduction to Modern Chemistry 1(1-0)
This course is a general introduction to chemistry for non - chemistry majors. Topics include: fundamentals of chemistry, activities of the chemist, use of chemical research, household medicines and drugs, and radiochemistry.

CHM 101 General Chemistry 4(3-2)
This course provides instruction in the language of chemistry, fundamental laws and theories, elements and compounds, kinetic molecular theory, solutions, the gas laws and atomic structure. Prerequisite or Co - requisite: MAT 112.

CHM 102 General Chemistry 4(3-2)
This course emphasizes the mastery of formula and equation writing, chemical calculations, colloid chemistry, chemical equilibrium, redox and electro - chemistry; organic and nuclear chemistry and biochemistry are introduced. Prerequisite: CHM 101.

CHM 103 General Chemistry 4(2-4)
This course covers ionic equilibria in aqueous systems of weak electrolytes, the colubility, product principle, hydrolysis and semi - micro qualitative analysis. Prerequisite: CHM 102.

CHM 151 Chemistry for Allied Health 3(2-2)

This course is designed for students in the health - related programs. Emphasis is on the practical aspects of inorganic and organic chemistry and biochemistry.

CHM 203 Instrumental Quantitative Analysis 5(3-6)
A study of the principles of volumetric, gas chromatography, instrumentation and techniques of spectrophotometry, and radiochemical methods of analysis. Practical laboratory determinations of common metals, nonmetals, acids, and bases are conducted. Prerequisite: CHM 101, CHM 102, CHM 103 or permission of the instructor.

CIV 101 Surveying 5(3-6)
This course covers the theory and practice of plain surveying, including taping, differential and profile leveling, earth work computations, transit stadia, tape surveying, and the development of topographical maps and symbols.

CJC 101 Introduction to Criminal Justice 5(5-0)
This course is designed to familiarize the student with the philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, an evaluation of law enforcement's current position, and orientation relative to the profession as a career.

CJC 102 Criminal Law I 3(3-0)
This course is designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina Law.

CJC 103 Criminal Procedure 3(3-0)
This course is designed to provide the student with a review of court systems; procedures from incident to final disposition including the knowledge of how to legally and effectively question suspicious persons, witnesses, suspects, etc.; principles of constitutional, federal, state and civil laws as they apply to and affect legal and effective search, seizure and arrest, booking procedure; types of search and how to effect an arrest or search.

CJC 104 Introduction to Criminology 5(5-0)
This course is a survey of the different crimes, including problems involving juveniles and how to handle them; theories and factors attributing to criminal behavior are covered; the student will study some of the penal and correctional procedures which have been used in the past as well as some of the contemporary methods.

CJC 105 Criminal Evidence 3(3-0)
This course covers the kinds and degrees of evidence and rules governing the admissibility of evidence in court. This course gives the student the necessary practical knowledge to investigate, prepare and present cases to the courts.

CJC106 Community Relations 3(3-0)
This course is designed to create an awareness of the need for a good police and community relationship; problems confronting police personnel in achieving this goal; solutions to these problems including a survey of non - police agencies dealing with police problems and how they can best work together to achieve their common goal.

CJC 107 Applied Police Psychology 3(3-0)
This course builds upon the principles of psychology taught in PSY 201. It is designed to assist law enforcement officers in a better understanding of relationships on the job, at home, and in the community as members of the law enforcement team. Also included will be practical knowledge of how to handle "domestic difficulties," and disturbed persons (mental, emotional, opposite sex, etc.).

CJC 108 Criminal Law II 3(3-0)
This course is a continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. This course will give the student the knowledge to enable him to perform primary Law Enforcement functions effectively and properly. Primary emphasis will be placed upon North Carolina Law. Prerequisite: CJC 102.

CJC 200 Motor Vehicle Laws 3(3-0)
This course is a study of the traffic enforcement codes with primary emphasis placed on North Carolina Law.

CJC 201 Organization and Administration 5(5-0)
This course is an introduction to the principles of organization and administration including their application to field services, such as: vice control, traffic patrol, criminal investigation, and juvenile division. A discussion of the service functions: (e.g. training, communications, two - way radio, PIN system service functions, and signals, records, property maintenance and miscellaneous services).

CJC 202 Juvenile Justice 5(5-0)
This course examines delinquency with regards to the conditions under which it occurs. It explores strategies and treatment as it relates to effective methods of dealing with delinquent behavior, also the juvenile court's role in delinquency prevention. Special attention is placed on the North Carolina Juvenile Justice System.

CJC 203 Interviews and Interrogations 3(3-0)
This course covers the various sources of information available to law enforcement agencies and the techniques used in interviewing and interrogating.

CJC 204 Police Supervision 3(3-0)
A continuation of CJC 201. Emphasis is on developing supervisory and management techniques employed at the various levels of police work.

CJC 205 Identification Techniques 4(4-0)
The student will study various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and taking rolled impressions will be developed through lab practice. Instruction will be given in the more popular ten finger and single print classification systems. An introduction will be given to the process of comparing latent lifts and rolled impressions and in preparing them for courtroom presentation.

CJC 206 Technical Report Writing 3(3-0)
A course in which the student is able to make practical application of his knowledge of English to experiences relevant to his curriculum with emphasis on forms of business communications such as letters, memoranda and short reports. This course will give the student the knowledge and ability to prepare reports consistent with his job responsibility.

CJC 207 Criminal Justice Photography 4(3-2)
This course is a study of photographic equipment and its applications to the field of law enforcement. Instruction will be given in all phases of the photographic process including crime scene surveillance, macro and micro photography, as well as the development of negatives and prints.

CJC 208 Criminal Investigation 5(5-0)
This course introduces the student to the fundamentals of investigating: crime scene search, recording, collection and preservation of evidence, case preparation and court presentation, and the investigation of specific offenses (e.g. arson, narcotics, sex, larceny, burglary, robbery and homicide).

CJC 209 Forensic Science 4(4-0)
This course is a survey of the various sciences and their application to the field of law enforcement. A study of the theory and techniques used in the more common analyses: flammable accelerants, explosives, serial number restoration, firearms, primer residue tests, etc.

CJC 212 Correction 5(5-0)
This course is an examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. This course provides a history and philosophy in the field of correction.

CJC 213 Confinement Facilities Administration 3(3-0)
This course is designed to familiarize the student with the supervision and administration of confinement facilities, involving techniques of inmate supervision, security, medical care of prisoners, food preparation, sanitation, various legal aspects controlling detention facilities, correctional institutions, and jails.

CJC 214 Corrections Law 3(3-0)
This course is designed to familiarize the student with the specific laws as they pertain to correction, care, custody, and control.

CJC 216 Community Based Corrections 3(3-0)
Community resources that can be utilized in the correctional process are examined in this course; included are: vocational rehabilitation, alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private volunteer, professional assistance, legal aid, and other pertinent services.

CJC 217 Corrections Counseling 5(4-2)
This course is designed to provide the student with information pertaining to counseling techniques as they apply to the needs of a correction officer. Time is provided for role playing and other useful techniques.

CJC 218 Paroles, Probation, and Pardons 3(3-0)
Probation as a judicial process and parole as an executive function are examined in this course, as well as community - based correctional operations.

CJC 219 Rehabilitation 3(3-0)
This course is designed to provide the student with the opportunity to explore the different avenues of rehabilitation. New and innovative techniques of rehabilitation are emphasized as they relate to successful methods.

CJC 220 Human Relations 3(3-0)
This course attempts to develop an understanding of human relationship, as they relate to the corrections process through some of the basic principles of human psychology.

CJC 232 Self - Defense: Forms and Positions 2(0-6)
This course deals with the various forms and positions necessary in preparing one physically to develop himself adequately in self - defense methods. Mental concentration and muscle control are stressed.

CJC 233 Control Methods in Self - Defense I 2(0-6)
The following methods are covered and practiced until a high degree of performance is reached: arm locks, come - alongs, restraints and chokes; how to remove subjects from chairs and automobiles; the use of cloth, coat or collars for restraint or takedown; and handcuffing techniques. Prerequisite: CJC 232 or permission of the instructor.

CJC 234 Control Methods in Self Defense II 2(0-6)
This course trains the student in various control methods: use of a police club, arm and hand blows, and kicks. The location and use of nerve centers and pressure points, and defense against grabbing or scratching attacks are essential components of this course. Prerequisite: CJC 233 or permission of the instructor.

CJC 235 Control Methods is Self - Defense III 2(0-6)
This course will concern itself with how to deal with various types of attacks including: an attack from the rear, defense against an attack from the rear, defense against an attack by fists, clubs or sticks; defense against slashing or stabbing, knife attacks and also how to deal with an attack by firearms. Prerequisite: CJC 234 or permission of the instructor.

CJC 236 Firearms Safety 1(1-0)
This course teaches students the general rules for safe handling of firearms, demonstrates and teaches safe cleaning and storage of firearms in the home, familiarizes students with laws regarding ownership and registration of firearms and allows students to do some familiarization firing of their own firearm under the supervision of a qualified instructor.

COS 1101 Introduction to Cosmetology 5(5-0)
This course is designed to introduce the student to the role of the cosmetologist, and to acquaint the student with the basic knowledge a cosmetologist must have, including: the chemical composition of shampoos, rinses, hair and scalp conditioners, and the structure of the hair.

COS 1102 Mannequin Practice 10(0-30)
This course is designed to present hair shaping (razor method), hair styling, permanent waving, manicuring, shampooing, and scalp treatments. Demonstrations precede mannequin practice by students.

COS 1103 Basic Theory I 5(5-0)
Hair coloring, manicuring, thermal waving, diseases of the nails, skin, scalp and hair; the pressing comb and thermal iron, massage, electricity and light therapy are covered in this course. Prerequisite: COS 1102.

COS 1104 Practical Skills I 9(0-27)
A continuation of COS 1103. The student works on live subjects as well as on mannequins; hair shaping (scissor method), complex styles, the basic practices of hair coloring, lash and brow tinting, wig care, hair pieces and facials.

COS 1105 Basic Theory II 5(5-0)
This course is designed to treat the parts of the anatomy which have relevance to cosmetology; also covered are facial treatments, facial make - up, the chemistry of facial cosmetics, and wigs and their care.

COS 1106 Practical Skills II 9(0-27)
A continuation of COS 1104. The student works almost exclusively on live subjects. This course covers: hairstyling of long hair, hot oil manicures, facials with make - up, special hair cuts, special effects achieved with hair coloring and the air oxidation method of permanent waving. Prerequisite: COS 1104.

COS 1107 Salon Management 5(5-0)
This course is designed to introduce the student to the many aspects of salon management. Field trips to salons in the area will be made, and the business and legal aspects of owning a salon covered.

COS 1108 Advanced Hairdressing 10(0-30)
In this course, the student will work mainly on live subjects; areas covered are: new trend hair styles, new procedures and products in cosmetology; a great deal of attention is given to the individual student's needs; upon successful completion of this course, the student will be prepared for salon work.

COS 1199 Basic Skill Review 9(0-25)
This course is designed for the student who wishes to be able to qualify for the South Carolina and other state boards of cosmetic art which require 1500 hours of schooling. Students enrolled in COS 1199 are allowed to attend any classes in cosmetology which may be beneficial to him - her.

DFT 101 Technical Drafting I 2(2-1)
This course covers the principles and practices of print reading and the description of objects in graphic language as well as fundamental drafting skills and techniques.

DRA 101 Introduction to Theatre 3(2-1)
A general survey of the major elements of theatre history and practice. The course will be designed for, but not restricted to, students who have had no instruction in theatre. The classes will be oriented, using the laboratory hour and free time, when possible, to produce short plays as demonstration workshops.

DRA 102 Introduction to Theatre 3(2-1)
Essentially a continuation of DRA 101 but with a shift of emphasis to the literature of the theatre. In addition to studying significant classic and modern plays, students will be encouraged to write scenes for plays and produce them in workshops. Winter quarter.

DRA 103 Introduction to Theatre 3(2-1)
Designed to follow DRA 101 and 102 in logical sequence but may be taken alone. The course will concentrate on play production with special attention to the technical aspects, set construction, lighting, makeup, costumes, etc. Members of the class will form the nucleus of a campus and community wide theatre group which will stage a major spring production. Spring quarter.

EDU 101 Math for the Preschooler 3(3-0)
This is a math course designed for those who will be teaching children between the ages of two and six. Topics covered include: mathematical ideas, problem solving with children, techniques and skills of computation, developing creative environments, and those mathematical concepts which should be acquired by the young child. The child development lab is utilized. Prerequisite: MAT 91 or an acceptable score on a mathematics placement test.

EDU 201 Introduction to Education 5(5-0)
This course is an introduction to the fundamental principles, techniques and procedures, objectives and historical views in education. It is designed primarily for students beginning professional training in teacher education.

EDU 202 Social Foundations of Education 5(5-0)
This course covers the educative effects of social structure, social values, and social demands upon the schools. Emphasis is placed upon the relationship between the home, church and school. Prerequisite: EDU 201 or permission of instructor.

EDU 230 Introduction to Industrial Education 5(5-0)
This course concerns the place of vocational education in a program of public education and the fundamental principles upon which this work is based.

EDU 240 Methods of Teaching Industrial Subjects 5(5-0)
This course is a study of effective methods and techniques of teaching industrial subjects. Class organization, student - teacher planning, methods of teaching manipulative skills and related information are emphasized. Also covered are: lesson planning, shop safety, and evaluation. Teaching problems are studied and analyzed following directed observations in the public schools.

EDU 250 Instructional Media 5(5-0)
This course is an introduction to audio - visual instruction with an emphasis on equipment operation.

EDU 260 History and Philosophy of Industrial and Technical Education 5(5-0)
This course is a historical study of the trade and technical education movement. Changing concepts of industrial and technical education in American education are explored from an economic, sociological, and psychological perspective.

EDU 270 Orientation To The Helping Process 3(3-0)
This course emphasizes counseling skills such as learning how to listen, how to set goals, and how to design effective procedures to reach goals, along with acquisition of social skills and participation in values clarification exercises and in empathy training. Students will also be involved in interpretation of results of tests dealing with study skills and values. Emphasis is also on teaching skills such as the use of audio-visual aids in the classroom, methods of classroom presentation and preparation. Finally, students will be instructed on referral of students to appropriate professional counselors. The course structure is lecture and informal class discussion along with the use of audio-visual aids.

EDU 271 Internship In The Helping Process I 3(0-6)
In this course, the student will put into practice the skills and knowledge gained in EDU 270. The course includes student teaching in Orientation 101 and academic counseling.

EDU 272 Internship In The Helping Process II 3(0-6)
This course is a continuation of EDU 271. Emphasis this quarter will include working with students who have been placed on academic probation, career exploration, and test interpretation.

EDU 273 Internship In The Helping Process III 3(0-6)
This course is a continuation of EDU 272 — working with students on academic probation, career exploration, and test interpretation — with emphasis on test interpretation.

ELC 112 Direct and Alternating Current 10(5-15)
This course examines the structure of matter, the electron theory, the relationship between voltage, current and resistance in series, parallel and series — parallel circuits; Ohms and Kirchoff's laws are covered as well as sources of direct current potentials; fundamental concepts of alternating current flow are emphasized.

ELC 113 Alternating Current and Direct Current Machines and Controls 9(5-12)
This course provides training in the fundamentals of single and polyphase alternating current circuits, voltage, currents, power instruments, transformers and motors; instruction is given in the use of electrical test instruments in circuit as well as in A. C. and D. C. machines and simple system controls; industrial controls are stressed.

ELC 114 Residential Wiring 8(5-9)
This course provides training in the application of blueprint reading, planning, layout, and installation of wiring in residential type settings.

ELC 115 Commercial and Industrial Wiring 9(5-12)
This course provides training in the layout, planning, and installation of wiring systems in commercial and industrial complexes; blueprint reading, the National Electrical Code, and practical experience in conduit preparation, and installation of simple systems.

ELC 215 Electrical Machines 4(2-5)
This course covers the principles of direct — current generators and motors, characteristics of the various types of electrical machines, alternating — current generators, transformers, three phase motors, synchronous motors and single phase motors.

ELC 225 Electrical Contrpls and Circuits 6(3-9)
This course is an in-depth study of control systems for acceleration, speed, and braking; typical controls for air conditioning, refrigeration and heating are also stressed. Prerequisite: ELC 215.

ELC 235 Planning Electrical Installations 5(3-6)
This course stresses the National Electrical Code regulations, power requirements and typical design of industrial and commercial installation, as well as design and calculation of illumination and electric heating systems. Prerequisite: ELC 225.

ELC 1102 Applied Electricity 6(4-6)
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble - shooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring. Prerequisite: PHY 1101.

ELN 101 Instruments and Measurements I 2(1-2)
This course is a study of basic electronic instruments, theory of operation, their functions, tolerances and calibration; service and laboratory instruments are covered; lab experience provides experience with each type of instrument studied.

ELN 102 Instruments and Measurements II 2(1-2)
A continuation of ELN 101.

ELN 105 Control Devices 7(5-4)
This course is an in-depth study of the electrical characteristics of vacuum tubes, and transistors; the basic parameters and applications of each type device to the three configurations of a three terminal two port system will be covered.

ELN 108 Industrial Electronics I 5(3-6)
This course thoroughly examines vacuum tubes such as diodes, triodes, tetrodes, pentodes, and gaseous control tubes in terms of basic theory, operating characteristics, and application; amplifiers using triodes, power supplies using diodes and other basic applications are introduced.

ELN 109 Industrial Electronics II 5(3-6)
This course covers basic industrial systems, heating systems and controls, magnetic amplifier controls, electronic systems commonly found in industrial settings.

ELN 210 Semiconductor Circuit Analysis 6(5-2)
This course is an in-depth study of the analysis and design of transistor circuits. Total circuits are analyzed and evaluated; HYZ and T parameters are utilized as well as signal - flow graphs.

ELN 214 Wave Shaping and Pulse Circuits I 3(2-2)
This course covers broadband amplifiers, magnetic amplifiers, multivibrators, wave shaping, techniques, chopper amplifiers, clipper and clamper circuits.

ELN 215 Wave Shaping and Pulse Circuits II 3(2-2)
A continuation of ELN 214. Pulse techniques, diode switches, gates, step counters, restorers and other specific circuits which function as switches are covered.

ELN 220 Electronic Systems 7(5-4)
This is a "block diagram" course investigating numerous electronic systems; modules or blocks of various circuits already studied are arranged in various manners to produce complex electronic systems. Co - requisite: ELN 215.

ELN 235 Special Devices 3(2-3)
This course gives the student an adequate background in numerical control machinery theory; it includes a study of the newest devices used in electricity and electronics. Prerequisites: ELC 215, ELC 225, and ELN 214.

ELN 1104 Fundamentals of Electronics I 4(2-4)
The structure of matter and the electronic theory as well as the relationship between voltage, current and resistance in series, parallel and series-parallel circuits are covered in this course; alternating current flow, which includes resistors, capacitors, coils, transformers and sources of AC and DC potential are also studied.

ELN 1105 Fundamentals of Electronics II 4(2-4)
This course is an introduction to vacuum tubes, diodes and transistors.

ELN 1106 Amplifier Systems and Servicing 4(2-4)
This course is an introduction to the various types of amplifier circuits used in monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. Servicing techniques are emphasized.

ELN 1107 Practical Radio Servicing 4(2-4)
This course is a study of the principles of radio reception and practices of servicing.

ELN 1115 Television Receiver Circuits and Servicing I 4(2-4)
This course is a study of the principles and functions of television receivers; the components of television receivers (monochrome and color) are studied in depth; troubleshooting techniques and repair with the proper use of test equipment is stressed.

ELN 1116 Television Receiver Circuits and Servicing II 4(2-4)
A continuation of ELN 1115. This course deals more in - depth with the theory of operation of color television circuitry. Specialized servicing techniques are stressed.

ELN 1130 Two - way Mobile Maintenance 6(3-6)
A course to acquaint the student with the theory and maintenance of fixed station and mobile station transmitters and receivers. Except for radio laws, sufficient information will be given to qualify the student to take the FCC second class radiotelephone license examination. Permission of instructor required.

ENG 91 English Fundamentals 3(3-2)
A basic course in the fundamentals of the English language, including grammar, punctuation, spelling, mechanics, and paragraph writing. This course includes concentrated practice in identifying and correcting frequent and recurring errors in the English language. Students will also develop skills in writing sentences and paragraphs.

ENG 101 Freshman English 3(3-0)
A study of language and literature with particular emphasis on expository and critical writing; writing descriptive, narrative, and argumentative themes based upon the reading of essays is covered. Some students will be placed in sections of English 101 with four contact hours, according to their skill level on entry. Prerequisite: Satisfactory completion of ENG 91 or equivalent writing skill level as indicated by a placement test.

ENG 102 Freshman English 3(3-0)
A continuation of freshman English including an introduction to the short story and drama. Written analyses. Prerequisite: ENG 101.

ENG 103 Freshman English 3(3-0)
A continuation of freshman English including the study of the novel and poetry. Research papers based on casebooks and the library. Prerequisite: ENG 101.

ENG 104 Technical Report Writing 3(3-0)
A course in which the student is able to make practical application of his knowledge of English to experiences relevant to his curriculum with emphasis on forms of business communications such as letters, memoranda and short reports. This course will give the student the knowledge and ability to prepare reports consistent with his job responsibility.

ENG 114 Literature for Children 3(3-0)
A course which presents books and materials to be used in the pre - school room; different types of literature are covered and different modes of utilization discussed.

ENG 151 Voice and Diction 3(3-0)
A course designed to improve the student's voice quality and articulation through concentration on the International Phonetic Alphabet, focus on the physiological processes of human speech production, and the articulation of selected reading materials.

ENG 161 Fundamentals of Speech Communication 3(3-0)
A course concerned with the applicability of communications theory to various communication situations; these include interpersonal, small group, public addresses, and mass communications..."

ENG 201 English Literature 3(3-0)
A survey of English literature from Beowulf to 1600, including Chaucer, Spenser, and Shakespeare. Written analyses required. Prerequisite: ENG 103 or permission of instructor required.

ENG 202 English Literature 3(3-0)
A survey of English literature from 1600 to 1850, including Donne, Jonson, Milton, Swift, Pope and the major Romantic poets; Written analyses. Prerequisite: ENG 103 or permission of instructor required.

ENG 203 English Literature 3(3-0)
A survey of English literature from 1850 to the present, including Tennyson, Browning, Arnold, Hardy, Shaw, Conrad, Yeats, Joyce, Lawrence, and Eliot; written analyses required. Prerequisite: ENG 103 or permission of the instructor required.

ENG 205 American Literature 3(3-0)
A survey of American literature from the Colonial Period to the Civil War. Major emphasis will be placed on the works of Hawthorne, Poe, Melville, Emerson, and Thoreau. Prerequisite: ENG 103 or permission of the instructor required.

ENG 206 American Literature 3(3-0)
A survey of American literature from the Civil War to the start of the Twentieth Century. Major emphasis will be placed on the works of Whitman, Crane, Dickinson, Twain, London, and Norris. Prerequisite: ENG 103 or permission of the instructor required.

ENG 207 American Literature 3(3-0)
A study of major American authors of the twentieth century including Dreiser, O'Neill, Frost, Fitzgerald, Hemingway, Wolfe, and Faulkner. Prerequisite: ENG 103 or permission of instructor required.

ENG 210 Interpersonal Communications 3(3-0)
A course emphasizing dyadic communication. The approach is twofold: to increase the student's knowledge of how the process works by increasing his interpersonal communication skills, and to increase the student's understanding of why the process works by exposure to views of various communication theorists.

ENG 211 Public Speaking 3(3-0)
A study of basic speech skills including speech preparation, composition and delivery. Practical training in the presentation of short speeches is emphasized. Prerequisite: ENG 101.

ENG 221 Creative Writing 2(3-0)
A course in which the basic materials and techniques of good writing, particularly poetry and the short story, are examined. Extensive student practice is required. Skills are to be developed through class criticisms of each student's own work in addition to assigned readings by professional writers.

ENG 231 World Literature - Ancient Greeks and Romans Through European Literature of Middle Ages 3(3-0)
A study of the great epics and other works of literature of the ancient world, including the Bible, Homer, Sophocles, Aeschylus, Euripides, Aristophanes, Plato, Aristotle, Cicero and Virgil. A survey of Medieval dramas and tales, including Dante, Boccaccio, Chaucer, and other Italian, English, and French writers. Written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 232 World Literature - The Renaissance Through Neoclassicism 3(3-0)
Primarily a study of Spanish, French, English, and Italian comedies and tragedies. The course includes Cervantes; Rabelais, Moliere, Voltaire; Shakespeare, Marlowe, Milton; and Petrarch, Catiglione, Machiavelli. Written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 233 World Literature - Romanticism to Present Day 3(3-0)
A study of European and American literature, including Rousseau, Goethe, Poe, Melville, Flaubert, Dostoevsky, Tolstoy, Chekhov, Ibsen, Gide, Sartre and Camus, with written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 241 Black American Literature 3(3-0)
A study of Black American prose and poetry with emphasis on writers of the twentieth century. Writers studied may include: Hughes, Douglas, Ellison, Baldwin, Wright, Baraka, Killens, McKay, Cullen, Brooks, Giovanni, and Dunbar. Written analyses and evaluations are required. A sophomore and - or advanced freshman course. Prerequisite: ENG 101 or permission of the instructor required.

ENG 271 Film Appreciation 4(3-2)
A survey of the movies and movie industry from origins to present date. Movies will be shown during the two hour lab, and lecture-discussion sessions will be held three hours a week.

ENG 1101 Communication Skills 5(5-0)
A course especially designed to improve reading and communications skills of the vocational student. Emphasis is placed on the development of vocabulary, comprehension, and reading speed. Spelling, writing, and speaking skills are also taught, the goal being to enable the student to better communicate with others in his chosen field.

ENG 1103 Language Skills: Practical Nursing 5(5-0)
This course covers the three basic language skills: reading, writing, and speaking. The course is organized and taught mainly for those students in the Licensed Practical Nursing Program and attempts to develop effective communication skills which would be applicable to this field of work.

FOR 101 Introduction to Forestry 3(3-0)
This course introduces the student to the forest and the field of forestry; the benefits that mankind derives from the forest and the relationship of mankind and the forest are stressed.

FOR 102 Forest Botany and Ecology 5(4-3)
This course is a basic botany course oriented toward forest vegetation; it is an investigation into the internal and external structures and processes of plants and trees.

FOR 103 Woodsmanship and Camping 3(2-3)
This course deals with the proper clothing, equipment and safety in forested areas. Considerable emphasis is on personal and group safety, proper selection and use of outdoor tools and equipment and survival skills.

FOR 105 Soil Science 3(2-3)
Those fundamental physical and chemical properties which most affect soil and crop management decisions are discussed. The objectives are to first present the student with the proper background to understand soil and fertilizer problems and then how to employ this background in making wise and economical management decisions.

FOR 107 Plant Identification 4(2-4)
This course entails classification of trees and field identification of selected species of trees. Instruction includes uses, silvicultural characteristics and also the aesthetic values of trees and other plants.

FOR 205 General Construction 5(3-6)
This course is designed to acquaint the student with frame construction, mortar preparation and selection of materials and design so that he - she can undertake certain construction and reparations. Considerable emphasis will be on blueprint reading.

FOR 121 Forest Tree Measurements 3(2-3)
Introduction of instruments and tools used in measuring forest products. Development of skills and techniques for measuring standing and felled trees as well as specialized forest products.

FOR 170 Supervised Work Experience 5(0-40)
To be taken during the student's 2nd Fall or Spring quarters, or by permission of instructor.

FOR 221 Applied Silviculture 3(2-3)
This course covers the establishment, development, caring for, and harvesting stands of timber. Emphasis is placed on developing techniques which complement both aesthetic values and ecological relationships in the forest.

FOR 222 Forest Mensuration (guided elective) 3(2-3)
This course introduces the student to the tools and techniques used in measuring the forest and its products. Timber cruising is stressed. Prerequisite: FOR 105, FOR 197, FOR 221.

FOR 223 Forest Field Study (guided elective) 3(2-3)
This course will involve the student, in a working situation, with field practices that were studied in the prerequisite courses. On the job training will be encountered in fire suppression, silvicultural practices. Prerequisite: FOR 222.

FOR 225 Forest Entomology & Pathology 3(2-3)
The study of the primary forest insects and disease and control methods. Includes field identification of certain insects and diseases.

FOR 226 Forest Equipment 4(3-3)
The selection, maintenance, and use of equipment for forest operations, such as logging, fire fighting, land preparation, planting and improvements.

FOR 227 Forest Aerial Photography 4(2-5)
Aerial photo interpretation as used in forest land management. The course deals with the uses, limitations, characteristics of different photography, steroscopy, photo scales and the measurement of distance and area. Tree height measurements, locations of field points, identification of forest cover and physical features, and preparation of simple maps from aerial photos with field exercise are covered.

FOR 228 Logging and Marketing 4(2-5)
Planning various types of logging operations, cost estimates, logging production, transportation, stumpage procurement, and laws, related to logging. The techniqus of marketing and logging are extensively observed and studied.

FOR 229 Forest Fire Control 3(2-3)
A study of main causes, preventative measures, methods of control, and uses of forest fires. Includes field exercises with modern forest fire equipment.

FRE 101 Elementary French 4(3-2)
A study of basic French grammar. Aural - oral ability of students will be developed along with reading of texts and writing exercises. Tests are available for those who have had a previous background in French, but desire aid in determining which level is appropriate to begin their studies.

FRE 102 Elementary French 4(3-2)
A continuation of FRE 101.

FRE 103 Elementary French 4(3-2)
A continuation of FRE 102.

FRE 201 Intermediate French 4(3-2)
A systematic review of French grammar in conjunction with reading of French (texts concerning French) civilization and culture. Special emphasis is placed on development of reading comprehension. Students attend a language lab two hours per week. Prerequisite: FRE 103 or a minimum of two high school units of French.

FRE 202 Intermediate French 4(3-2)
A continuation of FRE 201.

FRE 203 Intermediate French 4(3-2)
A continuation of FRE 202.

FRE 211 Advanced French 4(3-2)
The first in a sequence of courses conducted in the language, stressing the culture and history of France, principally as reflected in the literature. Emphasis is on selections from French literature from Chanson de Roland to the present. Prerequisite: FRE 203 or permission of instructor required.

FRE 212 Advanced French 4(3-2)
A continuation of FRE 211.

FRE 213 Advanced French 4(3-2)
A continuation of FRE 212.

GEN 100 Local History and Genealogical Research 3(3-0)
This course is an overview of regional history with an emphasis on local history. Historical research methods as well as primary and secondary sources of information are examined. The use of public records in genealogical research is emphasized.

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GEO 101 Regional Geography 3(3-0)
This course is an introduction to basic geography; maps, map - making, problems encountered in this field and various solutions to these problems, exploration or regional types, some relevant natural history and some relevant natural science are included.

GEO 102 Regional Geography 3(3-0)
This course uses a problems approach to international problems. The effects of the topography of a region on its inhabitants is explored; regions studied may include: Central and South America, emerging West Africa, the Peoples Republic of China, The USSR and the United States.

HED 201 Personal and Community Health 5(5-0)
The course deals with the development of all aspects of personal and community health.

HED 206 First Aid and Safety 3(3-0)
This is a basic health education course designed to teach the fundamentals of administering first aid. Emphasis is on accident prevention and practical application of first aid skills. The American Red Cross Standard Certificate will be issued to students with a grade of "C" or better.

HED 1101 Personal Development I 2(1-5)
This course is the first of a two-part individualized instructional package designed to cover the following areas: telephone conversation, keeping the body healthy, finding your way, tobacco and health, and, alcohol and health. The student is expected to start at the beginning of the series and complete his work in sequence.

HED 1102 Personal Development II 2(1-5)
This course is the second of a two-part individualized instructional package designed to cover the following areas: drug abuse, the facts about sex, and the facts about venereal disease.

HIS 101 Western Civilization 3(3-0)
A general survey of the ancient Near East, the classical civilizations of Greece and Rome, the new religious civilizations of the early Middle Ages, and the Middle Ages.

HIS 102 Western Civilization 3(3-0)
A survey of the Age of the Reformation, exploring colonization and the Commercial Revolution, the Age of Absolutism, the Intellectual Revolution, the Age of Democratic Revolutions, and the Napoleonic Era.

HIS 103 Western Civilization 3(3-0)
A survey of the European political revolts of 1830 and 1848, the political unification of Germany and Italy, European Neoimperialisms, European political developments of the late 19th Century; World War I and its aftermath, the rise of European totalitarian states, the upsurge of nationalism in Africa and the Orient, World War II, and the Cold War.

HIS 197 Special Topics Problems in Current Events 2(2-0)
A discussion-oriented study of two or three major problems in current events. A project will be required.

HIS 201 American History 3(3-0)
A survey of the Colonial Period and early National Period covering: colonization, the American Revolution, the adoption of the Federal Constitution, and the development of the National Government through the Missouri Compromise.

HIS 202 American History 3(3-0)
A survey of the Nineteenth Century covering: the tariff crisis, the Compromise of 1850, the Secession Movement, the Civil War, Reconstruction, big business, organized labor, and free silver crusade.

HIS 203 American History 3(3-0)
A survey of the Twentieth Century covering: The Progressive Movements, international problems, the First World War, the Depression, the New Deal, the Second World War, and the Post War Era.

HIS 210 North Carolina History 5(5-0)
A study of the history of North Carolina from its colonial beginnings to the present.

HIS 211 The Recent Far East 5(5-0)
A historical survey of China and Japan emphasizing imperialism, domestic developments and recent international relations.

HIS 212 Russia and the Soviet Union 5(5-0)
A general survey of Russian history from the establishment of the Grand Principality of Kiev through the creation of the Russian Empire under the Romanovs, the Revolution of 1917, and the development of the Soviet State.

HIS 214 American and Asia: A Clash of Cultures 3(3-0)
An examinaion of the historical relationships and interactions between the United States and two traditional Asian rivals - China and Japan. Beginning with a brief overview of the historical development of China and Japan, the course will then describe the stormy and often controversial clash of cultures as growing American power and influence, particularly after 1800, brought it into contact with the two Asian powers.

HON 201 Philosophy of Science 3(3-0)
This interdisciplinary honors course is the first of a two-course sequence the theme of which is the evaluation of science through the needs and activities of man. The origin and development of agriculture, architecture, chemistry, mathematics, astronomy, physics, and anatomy are covered.

HON 202 Philosophy of Science 3(3-0)
This is the second of two interdisciplinary honors courses designed to encourage understanding of the origin of the sciences out of man's curiosity and needs. The focus of this course is on the industrial revolution, the theory of evolution, atomic energy, genetics, science and humanism, and the future.

HOR 204 Horticulture 3(2-3)
This course covers: propagating techniques, planting procedures, watering and fertilizing techniques, directing plant growth, summer heat and winter cold, controlling pests and diseases, weeding procedures and maintenance.

HUM 121 French Culture 2(2-0)
The first in a sequence of courses conducted in English which explore the geography, economy, politics, and local customs of France. There is a brief overview of French literature and history as well as an emphasis on current events.

HUM 122 French Culture 2(2-0)
A component of the French Culture Sequence (no prerequisite).

HUM 123 French Culture 2(2-0)
A component of the French Culture Sequence (no prerequisite).

HUM 131 Spanish Culture 2(2-0)
The first in a sequence of courses conducted in English which explore the geography, economy, politics, and local customs of Spain. There is a brief overview of Spanish literature and history as well as an emphasis on current events.

HUM 132 Spanish Culture 2(2-0)
A component of the Spanish Culture Sequence (no prerequisite).

HUM 133 Spanish Culture 2(2-0)
A component of the Spanish Culture Sequence (no prerequisite).

HUM 151 The Nature of Language 2(1-2)
This course is a basic introduction to semantics, body language, language comparison dialects, and the effects of language. Students have the opportunity to utilize a variety of audio - visual media, as well as to participate in games and activities involving the manipulation of language.

HUM 201 Unified Humanities 5(5-0)
A team - taught interdisciplinary introduction to the cultural and intellectual progress of modern man, with particular emphasis on life in our southeastern North Carolina tri - cultural society. The course is project - oriented and is designed to begin where the student finds himself in relation to his appreciation of art, music, history, literature, and philosophy, help him discover how he got there, and where he goes next in the humanistic tradition. The subject is man; the spirit is critical and speculative; and the goal is realization of the worth of the individual.

HUM 202 Unified Humanities 5(5-0)
A continuation of HUM 201.

HUM 204 The Italian Renaissance 5(2-6)
An introductory study of the art, literature, politics, philosophy and religion of southern renaissance man. Through reading, film studies and lectures the students will become familiar with the art treasures they will see first hand in museums in Florence, Rome and Venice. (Study tour of Italy required.)

HUM 205 Classical Greece 5(2-6)
An introductory study of the philosophy, politics, art, architecture, and literature of Heladic and classical Greece. Students will read from original sources and commentaries on the Greek view of the nature of art and man. Film studies will acquaint the students with the places they will visit while in Greece. (Study tour of Greece is required).

HUM 206 Our British Heritage, Part I 5(2-6)
A travel - study course dealing with the history, geography and government of Great Britain with special attention to those aspects of British culture that have had the greatest influence on the United States. Students will examine British constitutionalism and our rich heritage of the English common law tradition. (Study tour of Britain required.)

HUM 207 Our British Heritage, Part II 5(2-6)
A travel - study course dealing with the literature, art and philosophy of Great Britain with special attention to those aspects of British culture that have had the greatest influence on America. (Study tour of Great Britain is required in conjunction with HUM 206.)

JOU 101 Principles of Journalism 3(3-0)
This course is an introduction to reporting the various types of news for a newspaper, and emphasizes the various types of writing skills required by each of the different forms (i.e. the general news story, the feature, the editorial, etc.). Broadcast journalism will be introduced when appropriate.

JOU 102 Principles of Journalism 3(3-0)
A continuation of JOU 101.

JOU 103 Principles of Journalism 3(3-0)
A continuation of JOU 102.

MAT 91 Arithmetic Refresher 1(5-0)
An intensive review of the basic arithmetic operations covering: whole numbers, common fractions, decimal fractions, per cent and its application. Does not count toward meeting mathematics requirements for graduation.

MAT 92 Introduction to Algebra 1(5-0)
A study of basic algebra for the student who is to continue studying math. The study begins with the arithmetic operations of the integers and extends through simple algebraic expressions. Does not count toward meeting mathematics requirements for graduation.

MAT 101 Fundamentals of Mathematics 3(3-0)
This is the first course in a three - quarter sequence for liberal arts students. Included are: the modules, tables, and graphs, statistics, and geometry.

MAT 102 Fundamentals of Mathematics 3(3-0)
Included are the modules, Algebra 2, Indirect Measurement, and Probability.

MAT 103 Fundamentals of Mathematics 3(3-0)
A continuation of MAT 102. This course consists of an introduction to the BASIC computer language and computer programming applications. Prerequisite: MAT 102.

MAT 105 Electrical Math I 5(5-0)
A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; introduction to trigonometric functions and their application to right angles; and study of vectors for use in alternating current.

MAT 110 Intermediate Algebra 5(5-0)
The algebra of the real number system including the study of polynomials, rational expressions, and algebraic expressions. Emphasis will be placed on operations with fractions, solutions of linear and quadratic equations and systems of equations. Prerequisite: one successful year of high school algebra or the successful completion of MAT 92, intro. to Algebra.

MAT 112 College Algebra and Trigonometry 5(5-0)
This course and its sequel provide a thorough preparation in pre - calculus math, including properties of real numbers, linear and nonlinear algebraic relations and function, exponential and logarithmic functions, and MAT 110 or two successful years of high school algebra. Corequisite: MAT 170

MAT 113 College Algebra and Trigonometry 5(5-0)
This pre - calculus course deals with circular functions, trigonometric functions, polar coordinates, complex numbers, sequences and series and other appropriate topics. Prerequiste: MAT 112 and MAT 170.

MAT 115 Mathematics for Foresters 3(3-0)
This course is basic trigonometry. Topics include the sine, cosine, tangent functions and the use of these functions to solve problems involving right and oblique triangles. Prerequisite: MAT 92 or one successful year of high school algebra.

MAT 121 Basic Algebra I 5(5-0)
An introduction to algebra. This first course in a two - course sequence includes signed whole numbers, non - fractional equations, multiplication and division of fractions and addition and subtraction of fractions. Prerequisite: MAT 91 or an acceptable score on a mathematics placement test.

MAT 122 Basic Algebra II 5(5-0)
The second course in this sequence includes fractional equations, introduction to graphing, literal fractions, formula rearrangement, systems of equations and formula derivation. Prerequisite: MAT 121 or its equivalent.

MAT 123 Electronic Math I 5(5-0)
A study of the fundamentals of algebra, basic operations, grouping, factoring, exponents, ratio and proportions; trigonometry is introduced. Those mathematical processes which are applicable to electricity are emphasized (i.e. a study of vectors for use in alternating current). Prerequisite: MAT 122 or its equivalent.

MAT 150 Calculus with Analytic Geometry 5(5-0)
The first course of a four - quarter sequence which treats the calculus of functions of one variable and plane analytic geometry. This sequence is generally required of all mathematic, science and engineering majors. (Other courses in the sequence: MAT 250, MAT 251, MAT 252.) Prerequisite: MAT 113.

MAT 161 Mathematics for Nurses 1(2-0)
A study of the simple mathematics which are essential for the preparations of solutions and the administration of medicines and other tasks common to the nursing profession. Prerequisite: MAT 91 or an acceptable score on a mathematic's placement test.

MAT 170 Introduction to BASIC Programming 2(1-2)
A mini - course in the BASIC computer language and in the use of simple computers. The entire course involves learning to write and to execute computer programs. The course will not normally count as a mathematics credit for graduation, but will count as an elective. Corequisite: MAT 112

MAT 180 Mathematics for Elementary Teachers 5(5-0)
The first of a two course series covering the real number system with special attention given to algebra of sets and the mathematical basis of the fundamental operations of addition, subtraction, multiplication and division. Basic ideas from number theory, algebra and the intuitive foundations of geometry are also covered. Prerequisite: MAT 92 or one successful year of high school algebra.

MAT 181 Mathematics for Elementary Teachers 5(5-0)
A continuation of MAT 180. (Usually required for those preparing to teach in grades four through nine.) Prerequisite: MAT 180.

MAT 191 Metric System 1(1-0)
This course covers the history of measurement, the invention of the metric system, the advantages of the metric system, the meaning of metric prefixes, the relation of metric units to other units of measurement, the metric units of length, area, volume, mass, capacity and its use in the science laboratory. Prerequisite: MAT 92 or one successful year of high school algebra.

MAT 221 Electronic Math II 5(5-0)
A study of powers of ten, Ohm's law for series and for parallel circuits, quadratic equations, Kirchoff's laws, trigonometric functions, plane vectors, alternating current, vector algebra, and logarithms. Prerequiste: MAT 123.

MAT 250 Calculus with Analytic Geometry 5(5-0)
A continuation of MAT 150. This course treats the calculus of functions of one variable and plane analytic geometry. Prerequisite: MAT 150.

MAT 251 Calculus with Analytic Geometry 5(5-0)
A continuation of MAT 250. Prerequisite: MAT 250.

MAT 252 Calculus with Analytic Geometry 5(5-0)
The fourth course of a four quarter sequence. This course treats the calculus of functions of several variables and solid analytic geometry. Prerequisite: MAT 251.

MAT 1101 Fundamentals of Mathematics I 5(5-0)
Practical number theory is the basis of this course. Included are analysis of basic operations (addition, subtraction, multiplication and division), fractions decimals, percentages and ratio and proportion. Prerequisite: None.

MAT 1102 Fundamentals of Algebra 3(3-0)
Emphasis is on those mathematic operations having special application in the field of air conditioning and refrigeration. Prerequisite: MAT 1101 or equivalent.

MAT 1103 Geometry 3(3-0)
Fundamental properties and definitions of geometry are covered in this course. Included are: plane and solid geometric figures, selected theorems, geometric figures, volumes of solids, and geometric principles as they apply to shop operations. Prerequisite: MAT 1101 or its equivalent.

MEC 1115 Measurement And Layout 2(1-3)
A basic course that covers measuring and layout tools common to the metal industries; principles of orthographic projection; parallel and radial methods of development and their application to layout work; and the measurement and layout of edges, seams, and notches. Step-by-step procedures for the development of patterns; for intersections of cylinders; rectangular and round tanks, etc.

MEC 1120 Duct Construction and Maintenance 5(3-6)
Study of various duct materials including sheet steel, aluminum, and fiber glass. Safety, sheetmetal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on the site repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heat and air washers, fans, insulation and ventilating hood. Prerequisite: BRP 1116, AHR 1123. Co - requisite: AHR 1126.

MUS 101 College Choir 1(0-5)
The college choir is open to all students who have musical talent and are interested in singing. Opportunities exist for: accompanied and unaccompanied singing, study and performance of various choral works and styles, and appearances locally and in other states. Permission of instructor required.

MUS 102 College Choir 1(0-5)
A continuation of MUS 101.

MUS 103 College Choir 1(0-5)
A continuation of MUS 102.

MUS 104 College Choir 1(0-5)
A continuation of MUS 103.

MUS 105 Music Appreciation 5(5-0)
A course to provide students an opportunity to become familiar with approximately forty - five musical compositions considered to be masterpieces. Emphasis will be placed on listenings. Lectures will include the development of perceptive listening habits, basic elements of music, a study of the stylistic and formal characteristics of the music, and biographical material on the composers. Meets five hours per week for five credit hours.

MUS 106 Music for the Pre - Schooler I 4(3-3)
This course gives the student the opportunity for an experience in basic guitar or piano. The course includes basic notation, elements of singing, elementary keyboard, rhythmic notation exercises, and lab work in the lab school.

MUS 107 Music for the Pre - Schooler II 4(3-3)
A continuation of Music 106. In this course the student may concentrate on either guitar or piano. Simple singing, rhythm games, and musical appreciation are introduced along with the making of rhythm instruments. Lab work in the lab school is continued. Prerequisite: Music 106 or permission of the instructor.

MUS 111 Freshman Theory I 4(3-2)
A fully integrated course in basic theory including the basic elements of musical sound, scales, key, triads, intervals, rhythmic patterns, meter, melodies, cadences, chord progression, written harmony, keyboard, sight singing and dictation. Permission of instructor is required.

MUS 112 Freshman Theory II 4(3-2)
A fully integrated course in the theory including the study of harmonic, melodic, and rhythmic elements; part writing, harmonic analysis, beginning composition, keyboard, sight singing and dictation. Prerequisite: MUS 111 or permission of the instructor.

MUS 113 Freshman Theory III 4(3-2)
A fully integrated course in theory including the study of altered chords, secondary dominants, rhythm, preliminary counterpoint, modulations, keyboard harmonization, part writing, harmonic analysis, sight singing and dictation. Prerequisite: MUS 112 or permission of the instructor.

MUS 114 Freshman Theory I 4(3-2)
A continuation of basic music theory with emphasis on drill in aural training, sight - reading, and keyboard work. Permission of instructor is required.

MUS 151 Freshman Guitar I 1(1-3½)
This course is the first in a sequence of instruction in the fundaments of playing the guitar. All equipment necessary for the course will be furnished.

MUS 152 Freshman Guitar II 1(1-3½)
A continuation of MUS 151.

MUS 153 Freshman Guitar III 1(1-3½)
A continuation of MUS 152.

MUS 154 Freshman Guitar I 2(2-3½)
This course is the first in a sequence of instruction in the fundaments of playing the guitar. All equipment necessary for the course will be furnished.

MUS 155 Freshman Guitar II 2(2-3½)
A continuation of MUS 154.

MUS 156 Freshman Guitar III 2(2-3½)
A continuation of MUS 155.

MUS 164 Freshman Piano I 2(2-4)
The first in a sequence of practical instruction leading to the mastery of the keyboard encompassing the following skills: accuracy of notes, accuracy of rhythm, steadiness of tempo, proper hand position, correct fingering, use of dynamics, melodic tone quality, use of pedal, seriousness of purpose (attendance, attitude, etc. memorization).

MUS 165 Freshman Piano II 2(2-4)
A continuation of MUS 164.

MUS 166 Freshman Piano III 2(2-4)
A continuation of MUS 165.

MUS 171 Freshman Voice I 1(½-2½)
The first in a sequence of practical instruction leading to the mastery of vocal technique, covering the aims, organization, and materials of vocal music. Special emphasis is placed on sound production, pronunciation and diction, breathing, reading skills, and the development of a solo repertoire.

MUS 172 Freshman Voice II 1(½-2½)
A continuation of MUS 171.

MUS 173 Freshman Voice III 1(½-2½)
A continuation of MUS 171.

MUS 174 Freshman Voice I 2(1-4)
The first in a sequence of practical instruction leading to the mastery of vocal technique, covering the aims, organization, and materials of vocal music. Special emphasis is placed on sound production, pronunciation and diction, breathing, reading skills, and the development of a solo repertoire.

MUS 175 Freshman Voice II 2(1-4)
A continaution of MUS 174.

MUS 176 Freshman Voice III 2(1-4)
A continuation of MUS 175.

MUS 180 Music for Elementary Teachers 5(5-0)
A course designed for the student who plans to become a classroom teacher in the elementary school. It presents an integrated approach to developing functional musicianship through listening, reading, and writing musical notation, analyzing and creating music. Emphasis is placed on understanding music and its practical application in the classroom.

MUS 201 College Choir 1(0-5)
A continuation of MUS 103.

MUS 202 College Choir 1(0-5)
A continuation of MUS 201.

MUS 203 College Choir 1(0-5)
A continuation of MUS 202.

MUS 204 College Choir 1(0-5)
A continaution of MUS 203.

MUS 211 Sophomore Theory I 4(3-3)
A continuation of MUS 114. Introduction to chromatic harmony. Skills in analysis and composition are developed. Written and analytical work in chromaticism and modulation is undertaken; survey of homophonic style from 1700-1900 and introduction to the 20th century. Part writing, sight singing and dictation are also covered. Prerequisite: MUS 114 or permission of instructor.

MUS 212 Sophomore Theory II 4(3-3)
A continuation of MUS 211. Included are: advanced work in ear training and sight singing, modulations to remotely related keys, the melodic line, less frequently used part writing procedures, less common chord progression, diatonic seventh chords, borrowed chords, keyboard harmony and advanced analysis. Prerequisite: MUS 211 or permission of the instructor.

MUS 213 Sophomore Theory III 4(3-3)
A continuation of MUS 212. Included are: second leading tone triads, seventh chords; augmented triads, French and Neapolitan sixth chords, chords of the tenth, eleventh and thirteenth, advanced modulations, part writing, composition, sight singing and dictation. Prerequisite: MUS 212 or permission of instructor.

MUS 251 Sophomore Guitar I 1(1-3½)
A continuation of MUS 153.

MUS 252 Sophomore Guitar II 1(1-3½)
A continuation of MUS 251.

MUS 253 Sophomore Guitar III 1(1-3½)
A continuation of MUS 252.

MUS 254 Sophomore Guitar I 2(2-3½)
A continuation of MUS 156.

MUS 255 Sophomore Guitar II 2(2-3½)
A continuation of MUS 254.

MUS 256 Sophomore Guitar III 2(2-3½)
A continuation of MUS 255

MUS 264 Sophomore Piano I 2(2-4)
A continuation of MUS 166.

MUS 265 Sophomore Piano II 2(2-4)
A continuation of MUS 264.

MUS 266 Sophomore Piano III 2(2-4)
A continuation of MUS 265.

MUS 274 Sophomore Voice I 2(1-4)
Same description as MUS 171-1, except a more advanced level.

MUS 275 Sophomore Voice II 2(1-4)
A continuation of MUS 274.

MUS 276 Sophomore Voice III 2(1-4)
A continuation of MUS 275.

NUR 101 Introduction to Health Care 1(1-0)
This course introduces the student to history of nursing, simple professional ethics, grooming and personal health, nursing and its relationship to other fields of medicine, and the methods of learning about health via communications media.

NUR 102 Introduction to Health Care 1(1-0)
This course is concerned primarily with teaching medical terminology. The student will be introduced to terminology used in the hospital and to the titles and educational backgrounds of various health personnel.

NUR 103 Introduction to Health Care 1(1-0)
This course will continue medical terminology. The course also will include ethics specific to the field of nursing and alternative careers in health occupations. It will include the relationship of nursing to other health fields. Prerequisite: NUR 102.

NUR 111 Nursing Fundamentals I 5(3-6)
This course is an introduction to the broad concepts of nursing and to the basic principles which serve as guides in planning and administering nursing care. Clinical laboratory experience is provided to develop basic nursing skills. Prerequisite: Admission into Nursing Program through Nursing Admission Committee.

NUR 112 Nursing Fundamentals II 5(5-12)
This course focuses on the development of the skills of administering oral and injectable medications. Drug sources, methods of storage and classification of drugs by use and content are covered.

NUR 113 Nursing Fundamentals III 4(5-12)
This course is designed to introduce the student to the basic principles of nutrition. Function and source of nutrients as well as the metabolic process are covered. Nutritional meals are planned and modified to meet various cultural, religious, social and psychological requirements.

NUR 114 Medical And Surgical Nursing 9(5-12)
This course is designed to provide a background of information which will enable the student to further develop the knowledge and nursing skills which are essential to basic nursing care. Consideration to the scope, diagnosis, prevention, and control of the major health problems is given, plus a study of the physical, mental, social, and emotional development of the normal human being.

NUR 115 Human Growth And Development 2(2-0)
This course is designed to assist the Nursing student in caring for patients of all age groups. Growth and development from infancy to old age with consideration of the effect of the social, biological, cultural, and illness upon growth are included. Insofar as possible, the classroom activity centers around discussions of normal growth and development and certain deviations. Prerequisite: PSY 201.

NUR 116 Abnormal Psychology For Nurses 3(3-0)
An indepth study of neurotic and psychotic behavior. The course will describe symptoms, identify causes, and introduce the student to the major treatments for mental illnesses.

NUR 117 Psychiatric And Mental Health Nursing 5(3-6)
This course introduces the student to the basic concept of mental illness as a community health problem and gives the student the opportunity to develop skills in planning nursing care for patients with behavioral disorders. Selected clinical experiences are provided with mentally ill patients in the hospital setting and with those persons experiencing behavioral disorders who are being treated on an outpatient level.

NUR 201 Maternal & Child Nursing 9(4-12)
A study of the broad concepts of the family's task of child-bearing and child-rearing in a social setting. Emphasized is the nurse's role in family teaching and guidance in health care. The clinical laboratory provides guided learning experiences in assisting the family in solving health problems in the various phases of family growth and development. Prerequisites: BIO 204, BIO 205, BIO 206, NUR 111, NUR 112, and NUR 113.

NUR 202 Medical-Surgical Nurisng II 9(5-12)
A continuation of NUR 201. Emphasis is on patient and family teaching; utilization of various community agencies is stressed. Prerequisites: NUR 201, BIO 206.

NUR 203 Medical-Surgical Nursing III 9(5-12)
A continuation of NUR 202. Emphasis is on working with the health team and guiding the work of auxiliary personnel. Prerequisite: NUR 202.

NUR 210 Concepts of Nursing Practice I 2(2-0)
This course is concerned with the responsibilities of the registered nurse, including legislative and legal controls. Current problems in nursing are explored. Prerequisite: Open to sophomore Associate Degree Nursing students only.

NUR 211 Concepts of Nursing Practice II 3(3-0)
This course is concerned with the responsibilities of the registered nurse, educational preparation for nursing and legislative and legal controls. Current problems in nursing are explored. Prerequisite: NUR 210.

NUR 212 Concepts of Nursing Practice III 3(3-0)
This course is concerned with national nursing trends and related professional organizations. Current problems in nursing are explored. Prerequisite: NUR 211

NUR 1101 Fundamentals of Practical Nursing I 9(7-6)
This course is designed to assist students in acquiring knowledge, and attitudes basic to effective nursing of patients of all ages and backgrounds. Emphasis is on nursing needs arising both from the individuality of the patient and from the patient's inability to care for himself. Emphasis is on the patient, his needs, and his environment. Prerequisite: Enrollment in LPN Program.

NUR 1102 Fundamentals of Practical Nursing II 6(5-3)
A continuation of NUR 1101. This course is designed to complete the introduction to basic nursing procedures and to cover deviations from normal methods and therapeutic procedures. Prerequisite: NUR 1101.

NUR 1103 Medical - Surgical Nursing I 6(4-6)
This course is designed to introduce the student to the causes of illness: the effect of illness on the patient, his family, and the community are covered. Procedures of nursing care relative to specific needs arising from specific disorders (cancer, for example) are covered.

NUR 1104 Medical - Surgical Nursing II 8(5-9)
A continuation of NUR 1103. This course is designed to cover the causes, symptoms, treatment and nursing care of patients with disorders of the respiratory, circulatory, digestive, urinary, reproductive, and endocrine systems. Prerequisite: NUR 1103.

NUR 1105 Medical - Surgical Nursing III 14(6-24)
A continuation of NUR 1104. This course is designed to cover the causes, symptoms, treatment and nursing care of patients with disorders of the nervous, musculoskeletal and sensory systems. Also included are: psychiatric nursing, advanced nursing ethics, legal aspects of practical nursing, as well as professional organizations and the graduate role. Emphasis is on clinical activities and selected patient care. Prerequisite: NUR 1104

NUR 1110 Anatomy and Physiology 5(5-0)
This course is designed to introduce the student to the general plan of the body and to thoroughly examine the ten systems of the body (i.e., skeletal, muscular, nervous, etc.).

NUR 1111 Nutrition 5(5-0)
This course is designed to provide a basic background in nutrition. Function and sources of nutrients are covered as well as the mechanics of digestion, absorption, and metabolism of nutrients. Principles of meal planning and the modifications of nutritional requirements by various cultural, religious, social and psychological factors are covered.

NUR 1112 Maternity Nursing 7(5-6)
This course is designed to provide a study of fundamentals of maternity nursing. Emphasis is on the normal pregnancy, the nurse's responsibilities, the needs of maternity patients with complication, as well as the needs of the normal infant and infant with common disorders.

NUR 1114 Pediatric Nursing 7(4-9)
This course emphasizes: normal child development, physical and emotional differences of the child from the adult, and the scope and objectives of modern nursing for children. Methods of meeting the needs of the hospitalized child and his - her parent as well as the implications of common disorders in children are covered.

NUR 1115 Pharmacology I 4(4-0)
This course focuses on the development of the skill of giving oral medications and injections. Drug sources, methods of preparation and storage, and the classification of drugs by use and by content are covered.

NUR 1116 Pharmacology II 4(4-0)
This course develops basic skills in calculating dosage for oral and parental use. Basic mathematical skills are covered. Preparation of simple solutions using proportion methods, systems for measuring drugs, coversion problems within the system and from system to system, are covered.

ORI 100 Freshman Orientation 1(1-0)
This is a required course for all full-time freshmen students. Topics to be covered: introduction to campus, services available-counseling, financial aid, Resources for Student Learning, Special Services Program, schedule changes, withdrawal from the college, Veteran information, lost and found, student rights and responsibilities, first aid information, SCC Student Handbook, student I.D. cards, student activities, StudentGovernment Association, and general information as needed.

ORI 101 College Orientation 2(2-0)
This course is an alternative to Orientation 100. Topics to be covered: introduction to campus, services available-counseling, financial aid, Resources for Student Learning, Special Services Program, schedule changes, withdrawal from the college, Veteran information, lost and found, student rights and responsibilities, first aid information, SCC Student Handbook, student I.D. cards, student activities, Student Government Association, and general information as needed. In another portion of the course, the student will be involved in the development of interpersonal skills and personal growth activities.

ORI 201 Sophomore Seminar 1(1-0)
This course is designed to help the incoming SCC student to build skills that will help him with his studies. Topics that will be covered include: effective study techniques, introduction to the Learning Resources Center becoming familiar with the Student Handbook and administrative procedures and personnel. Another section of the course will deal with interpersonal skills building.

PED 101 - PED 125 Physical Education Offerings 1
It is necessary to take 3 of the following courses to graduate. They are designed to aid the student in developing the fundamental skills, understandings, and appreciations necessary to derive the greatest degree of physical benefits from the respective sport.

PED 101 Physical Fitness 1

PED 102 Physical Fitness 1

PED 103 Physical Fitness 1

PED 104 Archery 1

PED 105 Tennis 1

PED 106 Golf 1

PED 107 Bowling 1

PED 108 Volleyball 1

PED 109 Badminton 1

PED 110 Tumbling and Gymnastics 1

PED 111 Beginner Swimming 1

PED 112 Advanced Swimming 1

PED 113 Folk and Square Dancing 1

PED 114 Softball 1

PED 115 Weight Training 1

PED 116 Modern Dance 1

PED 117 Soccer 1

PED 118 Field Hockey 1

PED 119 Sailing 1

PED 120 Canoeing 1

PED 121 Hiking 1

PED 122 Cycling 1

PED 123 Horseshoes 1

PED 124 Snow Skiing 1

PED 125 Advanced Gymnastics 1

PED 126 Basketball 1

PED 127 Advanced Basketball 1
(Prerequisite: PED 126 or permission of instructor.)

PED 128 Baseball 1

PED 129 Advanced Baseball 1
(Prerequisite: PED 128 or permission of instructor.)

PED 130 Self-Defense 1

PED 131 Adaptive PE 1

PED 132 Adaptive PE 1

PED 133 Adaptive PE 1

PED 134 Water skiing 1

PED 135 Bait and Fly Casting 1

PED 155 Advanced Tennis 1

PED 166 Advanced Golf 1

PED 188 Fitness Skills Development 3(0-4)
A physical education course designed to accommodate the student who must complete degree work at night. The course will consist of a selection of the following activities: basketball, volleyball, tennis, golf, badminton, physical fitness, weight training, and square and folk dancing.

PED 201 Sports Officiating: Football, Soccer, Volleyball 2(1-2)

PED 202 Sports Officiating: Basketball 2(1-2)

PED 203 Sports Officiating: Baseball and Softball 2(1-2)

PHI 201 Introduction to Philosophy 5(5-0)
This course is designed to acquaint the beginner in philosophy with the basic problems that have concerned speculative thinkers. Emphasis is on addressing the major questions of metaphysics, ethics, and epistemology as they relate to contemporary problems. The classical techniques of "doing" philosophy are stressed.

PHI 205 World Religions 3(3-0)
A study of the basic concepts and theological beliefs of mankind as reifected by their religious cultures.

PHS 97, 98, 99, Developmental Science 3(3-0)
A developmental course designed exclusively for those students with little preparation and-or poor aptitude in the natural sciences. The three quarter sequence includes a survey of the principles, implication, attitudes, and processes of physical and biological science with emphasis on those topics which portray science as a dynamic methodical process of recognizing and solving natural problems. Each course is considered a three hour course for scheduling purposes.

PHS 101 Physical Science 4(1-6)
This course emphasizes mechanics, heat, sound magnetism, electricity, systems of measurements, and the solar system. This course is taught by audio-tutorial methods.

PHS 102 Physical Science 4(3-2)
This course emphasizes atomic structure as it is related to the classification of the elements and the nature of their compounds. Fundamental laws, principles and theories of ionic and covalent bonding are also emphasized.

PHS 103 Physical Science 4(3-2)
This course emphasizes soil development, evaluation of landscapes, effects of glaciers, streams, winds, weather and the geological time table.

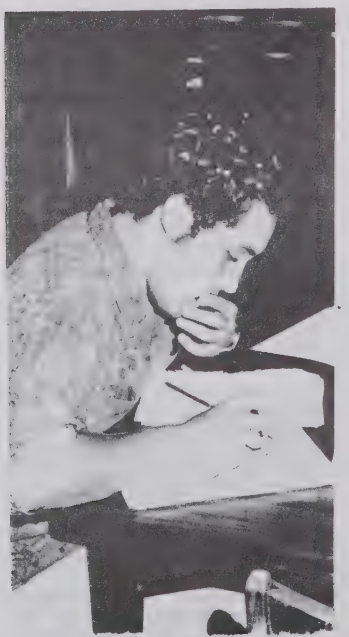
PHY 201 General Physics 4(3-2)
A general physics course designed primarily for mathematics, engineering and physical science majors. The elements of classical mechanics are introduced including vector analysis, partial and rigid body dynamics, statics and rotary motion. Prerequisite or Corequisite: MAT 150

PHY 202 General Physics 4(3-2)
A continuation of PHY 201. Areas covered include heat, sound and light, the measurement of temperature change, calorimetry, heat transfer, properties of matter, thermodynamics, wave motions, geometrical and physical optics. Prerequisite: PHY 201.

PHY 203 General Physics 4(3-2)
A continuation of PHY 202. Areas covered include electricity, magnetism, atomic and nuclear physics. An emphasis is on: electrostatics, magnetostatics, capacitance, currents, circuits, and electromagnetic induction. Prerequisite: PHY 202.

PHY 1101 Applied Science I 4(3-2)
This couse is an introduction to physics and its applications. Systems of measurement, theory of matter, properties of solids, liquids, gases and basic electrical principles are covered.

PHY 1102 Applied Science II 4(3-2)
This course covers the basic principles of forces and their effects; gravitation, motion, mechanical movements, simple machines, gear trains, and compound machines are included.



PLU 1110 Plumbing Pipework 6(3-9)
This course will introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop, where the student can learn how to handle these materials correctly. The student will perform operations such as threading, caulking, cutting, and sweating of the various kinds of pipe and tubing used in the trade.

PLU 1111 Domestic Water Systems 5(2-9)
The installation of water distribution systems beginning with the sources of supply including the location of pipes, valves, and pumps, in both single-story and multi-story buildings will be studied. Plumbing installations will be made to provide practical applications. Heating devices, and the storage and circulation of hot water will be studied. Private and public sewage and drainage systems, including their ventilation is a part of this course. Field trips will be taken to study various types of installations.

PLU 1112 Installation of Plumbing Fixtures 6(3-9)
The differences in materials and styles of lavatories, bathtubs and sinks, and the many ways that these fixtures can be installed will form the basis of this course. The proper use of traps is included. The student will get actual practice by making installations.

PLU 1120 Low Pressure Steam Systems 4(2-6)
The student will become acquainted with types of low pressure steam boilers, and the principles of boiler operation. Boiler accessories such as connectors, fittings, and insulation are to be included. Low pressure steam systems, their layout, and component parts will be studied and installed. Equipment used in heat transmission, such as radiators, coils, and connectors will be included.

PLU 1121 High Pressure Steam Systems 6(3-9)
Applications of low pressure steam equipment will be continued. Principles involved in industrial applications of both low-pressure and high-pressure steam equipment are covered. Commercial and industrial blueprints will be studied utilizing low and high pressure equipment. High pressure boilers and installations of high pressure systems will be emphasized.

PLU 1123 Hot Water and Panel Heating 5(3-6)
The piping and accessory equipment needed to transfer hot water to radiators, heaters, and coils, and the advantages and disadvantages of each of these units will be studied, including apparatus for radiant heating and panel heating. Methods of "sizing" equipment for various installations will be included. Practical application will be provided in installing this equipment.

PLU 1126 Hydraulic Systems Plumbing 3(2-3)
Plumbing applications in hydraulic systems is the focus of this course. Hydraulic principles, circuits, control valves, actuators, pumps, fluids and various accessories that complete hydraulic systems will be studied. Installation and servicing methods of these systems will be undertaken.

PLU 1125 Industrial Piping 6(3-9)
Piping systems of boilers, turbines, and steam engines especially as they are used in steam power plants and process piping such as is used in the chemical industries will be the major emphasis of this course.

PME 101 Internal Combustion Engine 4(2-6)
This course develops a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. A study is made of the construction and operation of components of internal combustion engines. Testing of engine terms, cooling systems, proper lubrication, and methods of testing are covered.

PME 102 Automotive Ignition Systems 5(3-6)
The study of different designs of ignition systems and the different tune-up procedures for these systems. Each component of each system is studied in depth. The proper use of testing equipment of the ignition system is stressed.

PME 103 Automotive Electrical Systems 4(3-3)
A thorough study of the automotive electrical system. Included are: the battery, cranking mechanism, generator (A-C & D-C), ignition, accessories and wiring. Proper testing procedures with the proper equipment is also studied.

PME 111 Engine Rebuilding 4(2-6)
This course is designed to allow the automotive student to become familiar with milling, refitting, and refacing procedures used in engine overhauling, and proper overhaul procedures.

PME 112 Automotive Fuel Systems 5(3-6)
A study of the characteristics of fuel, types of fuel systems, carburetor fundamentals and the use of special tools and testing equipment for the fuel system.

PME 113 Blueprint Reading 1(0-3)
This course covers interpretation and reading of blueprints, instruction and service manuals, and wiring diagrams.

PME 121 Braking Systems 3(2-3)
A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.

PME 123 Chassis and Suspension Systems 4(3-3)
This course covers the principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems is included. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment. Prerequisite: PME 102.

PME 124 Automotive Power Train Systems 6(3-9)
This course covers the principles and functions of automotive power train systems, clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair is stressed. Prerequisites: PHY 1102, PME 123.

PME 201 Motor Vehicle Laws and Regulations 3(3-0)
In order to assure a complete knowledge of the latest laws and regulations governing the automobile operation and automotive repair business operation, this course will delve deeply into such laws and regulations.

PME 202 Emission Control Systems 4(2-4)
This course is designed to give each student a complete knowledge of today's emission control systems including testing and overhaul of all major parts. The proper use of emission level testing equipment will also be covered.

PME 203 Advanced Ignition System 2(1-3)
This is a continuation of PME 102.

PME 204 VW Engines 2(0-6)
This course is for those students with an understanding of the basic gasoline engine and have a desire for further understanding and experience on the VW engine. The course will cover removal, installation, testing, overhaul, and modification of the VW engine.

PME 205 Disc Brakes 2(0-6)
In order to be completely up-to-date on the complex braking systems of today, the automotive student needs a complete understanding of the latest disc brakes. This course is to give the student time in the lab to experiment and study all phases of disc brakes. With instructor guidance, each student on completion of this course will be able to test and overhaul disc brakes as found on the cars of today.

PME 206 Alternator and Starter Rebuilding 2(1-3)
This course through class and laboratory experiences, gives the student an understanding of design and overhaul procedures on the alternator and starter systems.

PME 208 Wankel Engine 4(2-6)
A study and comparison of the standard (reciprocating) engine and the Wankel (rotary) engine. Through class participation and practical shop practice each student will achieve a working knowledge of such points as trouble shooting, testing, adjustment, and major overhaul of the Wankel engine.

PME 209 Foreign Car Engines 2(0-6)
In this course the students will work with all types of foreign car engines ranging from the simple through the more complex and expensive. The emphasis will be placed on design and construction differences which exist between foreign and domestic engines.

PME 210 Instruments, Gauges and Electrical Accessories 2(0-6)
This course will give each student a deeper understanding of the complex electrical systems in today's automobiles. Electrical accessories studied during this time will be power seats, power windows, windshield wipers and washers, engine gauges, and instrument testing and repair.

PME 215 The Diesel Engine 4(2-6)
This course is designed for the student with a working knowledge of the gasoline engine. This course expands his potential as a mechanic by giving him an understanding of the basic principles for maintenance and repair of diesel engines.

PME 223 Front Suspension, Alignment and Power Steering I 3(1-6)
Types and designs of front ends are studied in this course and a great deal of practice in the lab on alignment procedures and equipment, front suspension overhaul, and power steering maintenance and overhaul is experienced.

PME 224 Advanced Automatic Transmission I 5(3-6)
This course is designed to provide an understanding of automatic transmissions. Instruction includes: classroom study, demonstrations, and student participation in disassembly, re-assembly, and testing of selected transmission. Special emphasis is placed on principles, function, construction, operation, servicing and "trouble-shooting" procedures and repair of various types of automatic transmission.

PME 240 Diagnosis and Testing I 6(5-6)
A thorough study of the theory and operation of various automobile electrical units and systems. Maintenance and testing procedures, diagnosis and repair of all types of electrical - electronic components, especially the transistor circuits, found on the modern automobile are covered.

PME 241 Diagnosis and Testing II 6(5-6)
A continuation of PME 240.

PME 250 Advanced Auto Fuel Systems 5(5-6)
A thorough study of the fuel systems of the automobile: fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel system are covered as well as exhaust and emission controls and servicing.

PME 251 Cooperative Mechanics Training 3
Supervised on-the-job training is provided and coordinated and approved by the instructor. This course may be susbstituted for similar automotive lab experiences in selected courses. Evaluated as 100 hours of related work for 3 hours laboratory credit per quarter.

PME 1125 Automotive Servicing 6(3-9)
This course emphasizes the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble - shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing is stressed. Prerequisites: PME 123, PME 121, AHR 1101.

POL 201 American Federal Government 5(5-0)
This course is a study of the historical background and constitutional principles involved in our form of government, and analysis of the powers and functions of congress, the executive, and the judiciary.

POL 202 American State and Local Government 5(5-0)
This course is a study of the political and constitutional status of state and local government relation to the federal system.

PSY 101 Psychology of Learning 2(2-0)
This course emphasizes the practical applications of psychology as related to life adjustment and college success. Emphasis is given to effective study habits and techniques, critical thinking, educational and occupational planning, and psychology of human behavior. As part of this course, the student is provided with an orientation to the effective use of the learning resources found in the College Library.

PSY 102 Career Decisions 2(2-0)
This course aids the student in co-ordinating his abilities and interests in order to make meaningful educational and vocational choices, based on objective information. Recommended for students who are uncertain of their occupational choice and - or who desire experience in job-seeking skills. Opportunities offered by the college and community are investigated and evaluative tests are used.

PSY 201 Introduction to Psychology 5(5-0)
An introductory survey of the major characteristics of human behavior. How biological and socio-cultural factors interact to influence development, learning, motivation, perception, measurement, and pathological behavior is emphasized.

PSY 202 Human Development 5(5-0)
This course is a study of the physical, mental, and psychosocial development of man from infancy to adulthood with an emphasis on conceptual frameworks psychologists use to interpret behavior during the "stages" of the life cycle. Prerequisite: PSY 201 or permission of the instructor.

PSY 203 Abnormal Psychology 5(5-0)
This course is a study of the causes, systematic manifestations, and treatment of major personality deviations such as neuroses, psychoses, and mental deficiencies. Prerequisite: PSY 201 or permission of the instructor.

PSY 205 Educational Psychology 5(5-0)
This course is a study of the basic principles of psychology with an emphasis upon the learning process. The course provides an understanding of the applications of psychological principles to the educational process. It treats such topics as individual differences, principles of learning, transfer of training, and the nature of thinking and reasoning. Prerequisite: PSY 201 or permission of the instructor.

PSY 225 Psychology of Adjustment 5(5-0)
The study of the dynamic and positive principles involved in the process of adjustment and normal personality development. Application of these principles is emphasized, and active student participation is expected. Prerequisite: PSY 201 or permission of the instructor.

PSY 1101 Human Relations 3(3-0)
This course attempts to develop an understanding of human relationships through some of the basic principles of human psychology. The problems of the individual and his work situation are studied in relation to the established organization of modern business and industry and in relation to government practices and labor organization. Especially emphasized are the operating responsibilities of good management.

RDG 91 Developmental Reading 3(3-2)
A basic course which provides instruction and drill in the fundamental skills necessary for effective reading. Improvement in the student's sight word vocabulary and decoding and comprehension skills is sought.

RDG 101 College Reading 3(0-3)
This course emphasizes development of reading ability in order to increase reading rates, develop power of comprehension, build vocabulary, and improve study skills. A reading laboratory is equipped with materials to aid students in achieving the course objectives. This course is a graduation requirement. Prerequisite: Satisfactory completion of RDG 91 or equivalent reading skill level as indicated on a placement test.

RDG 201 Methods, Materials, Techniques of Teaching Reading I 3(3-4)
Introduction to methods and materials available for the teaching of reading. Techniques for implementation of these procedures will be stressed.

RDG 202 Evaluation of Reading Programs 0(3-3)
Students will become knowledgable of the specifics of the Ginn 360 and other basic reading approaches. Emphasis will be placed on relative criteria to be used in evaluating reading programs.

RDG 203 Language Arts for Children 0(3-3)
A study of language arts as a part of daily living and functional in every activity and experience. Emphasis will be placed on the child learning skills in speaking, listening, reading and writing as he participates in many varied activities throughout the day.

RDG 204 Reading Seminar I
Practical application of skills learned in other courses as student works under the supervision of teacher. Students will participate in periodic lectures by reading specialist.

RDG 205 Methods, Materials, Techniques of Teaching Reading II 3(3-4)
Effective teaching techniques used to direct learning in the elementary school are studied. Inovative form of organization and instruction are investigated. Prerequisite: RDG 201.

RDG 206 Reading Seminar II
Practical application of skills learned in Reading TT Program as student works under the supervision of teacher. Students will participate in periodic lectures by reading specialist.

RDG 207 Reading in the Content Areas 3(6-5)
An exploration of the role of reading abilities in mastering content (mathematics, science, social studies, etc.) material. The student will be required to translate knowledge of reading and the reading process into lessons designed to teach "content." It is expected that the student will rely, in a large measure, upon the non-reading text books of the laboratory school for in-class work.

RDG 208 Reading for the Exceptional Child 3(0-3)
An exploration of selected teaching materials pertinent to the exceptional child.

REC 100 Environmental Perception 1(11-0)
This course is designed to give the student the basic knowledge and experience necessary to insure greater appreciation and understanding of the natural environment.

REC 101 Outdoor Recreation 3(3-0)
Principles and problems involved in the utilization of our natural resources for recreational purposes are emphasized in this course. Emphasis is also placed on the role of outdoor recreation in local, state and federal agencies. The Bureau of Outdoor Recreation is investigated.

REC 110 Interpreting Our National Heritage 3(2-3)
This course introduces the student to the methods used to interpret our historic heritage and our natural resources. The methodology includes visits to national and state historic and natural areas and terminates with the students developing an interpreted program on some relevant topic.

REC 170 Field Training Outdoor Recreation 5(0-40)
This cooperative work experience affords the student an opportunity to become actively involved in outdoor recreation experiences ranging from programming to maintenance. The student spends eleven weeks off campus in a departmentally selected location.

REC 200 Recreation for Special Populations 3(3-0)
This course is an analysis of leisure problems confronting disadvantaged individuals and groups. Specific attention is given to the unique characteristics of the disadvantaged, particularly the aged, physically handicapped, and mentally retarded.

REC 201 Park Maintenance and Operations I 5(3-4)
This course deals with job planning and scheduling; preventive, coorective,and contractual maintenance in outdoor and indoor facilities. Special emphasis is placed on maintenance of indoor recreation and park facilities: plumbing, basic electricity and painting.

REC 202 Park Maintenance and Operations II 5(5-0)
This course prepares a student to become certified as a Class I Waste Water Treatment Operator in North Carolina.

REC 203 Park Maintenance and Operations III 5(3-4)
This course is a continuation of REC 201. Preventive maintenance is stressed in the outdoor maintenance of such areas as turfs, outdoor surfaces, athletic fields, roads, parking areas, litter and refuse, vandelism and the liability aspects of recreation maintenance.

REC 204 Environmental Education 3(2-3)
This course will focus on the fauna and flora of southeastern North Carolina and its relationship to man. Skills in campcraft and woodsmanship will also be covered with practical exercises in lab. Emphasis will be placed on outdoor laboratory design and construction for preschoolers. Program planning ideas on the outdoors will be discussed.

REC 206 Recreation Programming 3(3-0)
This course is a study of the essential elements and basic principles involved in the organization, supervision, promotion and evaluation of various types of outdoor recreation programs. Emphasis is on organized programs and services.

REC 207 Aquatic Management 3(3-0)
This course is concerned with the maintenance, supervision and operations of water oriented areas and facilities such as beaches, pools, small lakes, etc.

REC 209 Facility and Site Planning 5(3-6)
This course covers the history of park and recreation facility planning. Emphasis is placed upon the planning principles involved in the design and lay-out of outdoor recreation areas.



REC 210 Recreation Field Study Seminar (guided elective) 3(2-3)
The student gains experience in the field of recreation through visiting and - or working with a variety of recreation or related areas in North Carolina. Involves combination of tours, lectures, demonstrations, and on hand experiences with professional personnel. Sites are selected on relevancy to total curriculum.

REL 201 Survey of the Old Testament 5(5-0)
An historical survey of major events in the religious, socio-economic, and political development of the Hebrew people during the Old Testament period.

REL 202 Survey of the New Testament 5(5-0)
An historical survey of the origin, teachings,and formation of the New Testament.

REL 203 Contemporary Religious Thought 5(5-0)
An investigation of selected movements, men and ideas which have contributed significantly to the development of European and American religious traditions.

SOC 101 Enhancing Family Relationships 3(3-0)
This course emphasizes self-esteem, communication skills, and responsible behavior as enhancements to healthy, enjoyable, family relationships. The course structure is informal class discussion with relevant reaction papers assigned. The socialization process is analyzed in terms of wife-husband, child-parent role fulfillments, with special consideration given marriage enrichment and how-to parent theories.

SOC 151 Human Potential Growth Group 3(3-0)
The Human Potential Growth Group is a structured small group experience founded on the assumption that something is right within you. In contrast to traditional group therapy which assumes that something is wrong, it is believed that healthy pesons can most effectively develop their own potential by working from a positive base. During the group experience, the student will be working toward four goals: self-affirmation, self-determination, self-motivation, and emphatic regard for the other people. Throughout the process, the emphasis is on positive and constructive feedback and self-awareness.

SOC 201 Introduction to Sociology 5(5-0)
This course is a study of the fundamental principles and concepts of sociology. Contemporary American institutions in relation to technological change, ethnic groups, population trends and social influences are the focus of the course.

SOC 202 Marriage and the Family 5(5-0)
This course is a study of the family as a social institution — its origins and development, its forms and functions, the interrelation with other social institutions, and its role in contemporary civilization. Congruently, sex roles, socialization, and factors contributing to or mitigating against successful marriages are explored.

SOC 225 Modern Social Problems 5(5-0)
Through examination of existent research and research conducted by the students themselves, this course explores sociocultural change and analyzes today's major social problems. A brief historical review of the origins of these problems is presented.

SPA 101 Elementary Spanish 4(3-2)
A study of basic Spanish grammar. Aural-oral ability of students will be developed along with reading of texts and wiring exercises. Tests are available for those who have had a previous background in Spanish, but desire aid in determining which level is appropriate to begin their studies.

SPA 102 Elementary Spanish 4(3-2)
A continuation of SPA 101.

SPA 103 Elementary Spanish 4(3-2)
A continuation of SPA 102.

SPA 201 Intermediate Spanish 4(3-2)
A systematic review of Spanish grammar in conjunction with reading Spanish texts concerning Spanish civilization and culture. Special emphasis is placed on the development of reading comprehension. Prerequisite: SPA 103 or a minimum of two high school units of Spanish.

SPA 202 Intermediate Spanish 4(3-2)
A continuation of SPA 201.

SPA 203 Intermediate Spanish 4(3-2)
A continuation of SPA 202.

SPA 211 Advanced Spanish 4(3-2)
The first in a sequence of courses conducted in the language, stressing the Spanish and Hispanic culture and history, principally as reflected in the literature. Selections from Spanish literature from El Cid to the present and major authors from South and Central America are covered. Prerequisite: SPA 203 or permission of instructor.

SPA 212 Advanced Spanish 3(3-0)
A continuation of SPA 211.

SPA 213 Advanced Spanish 3(3-0)
A continuation of SPA 212.

WLD 1000 Oxyacetylene Welding 3(1-5)
This course covers the basic principles of oxyacetylene welding, with a special emphasis on the severing of metals by the oxyacetylene process. Safety aspects of welding are stressed through the course.

WLD 1001 Arc Welding (Straight Polarity) 3(1-5)
This course covers polarities, heats, electrodes as well as manipulative skills. Manual welding is for the student who likes to work with his hands as well as the beginning student and the person who is already working in the field and wishes to upgrade his skill. Safety aspects of welding are stressed throughout the course.

WLD 1002 Arc Welding (Reverse Polarity) 3(1-5)
This course is designed to develop proficiency in the welding process. Instruction is given in running beads in flat, vertical, overhead and horizontal positions. The welding of structural shapes used in modern construction is emphasized. Safety aspects of welding are stressed throughout the course.

WLD 1003 Arc Welding (Low Hydrogen) 3(1-5)
This course covers structural welding using a low hydrogen electrode. It is beneficial to students who plan to enter the construction field, as well as to students who plan to enter other fields and to professionals wishing to upgrade their welding skills. Safety aspects of welding are stressed throughout the course.

WLD 1004 Inert Gas Shield Welding ("TIG" Process) 3(1-5)
This course covers the practical skills and the theory of the tungsten inert gas welding process, also called heliarc welding. It is beneficial to the beginning welding student as well as to the professional wishing to upgrade his-her skills. Safety aspects of welding are stressed throughout the course.

WLD 1005 Inert Gas Welding ("MIG" Process) 3(1-5)
This course covers the practical skills and the theory of the inert gas shielded, mechanically fed, consumable wire electrode. This process is becoming increasingly utilized where speed of production is required in sheet metal, aluminum, stainless steel, and some of the exotic metals. Practical application of the process is therefore highly stressed in the course with these metals, and safety is underscored.

WLD 1006 Pipe Welding 3(1-5)
This course covers the welding of pipes in fixed positions using 'stick' electrodes as outlined in Section IX of the ASME Code.

WLD 1007 Advanced Pipe Welding Techniques 3(1-5)
This course is designed to prepare the advanced welding student to qualify in the field of industrial pipe welding. Carbon steel, aluminum, and stainless steel applications are emphasized. Prerequisite: WLD 1006 or equivalent.

WLD 1008 Certification Practices 3(1-5)
This course is designed to cover certification standards. The student uses various tests such as: the guided bend, dye penetrant, tensile strength, free bend and others prescribed by the American Welding Society's state and federal codes. The American Society for Testing Materials' standards are also used. Prerequisites: WLD 1006 and WLD 1007.

WLD 1101 Basic Arc & Gas Welding 3(2-3)
Welding demonstrations by the instructor and practice by the students in the welding shop is the focus of this course. Safe and correct methods of assembling and operating the welding equipment are covered. Practice for surface welding: bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work is provided as well. Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel.Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are appied in this course.

WLD 1120 Oxyacetylene Welding and Cutting 8(3-15)
This course introduces the student to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the field, and to the assembly of units. Welding procedures covered are: puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, brazing, and hard and soft soldering. Students are required to inspect and test the quality of the welds. Safety is stressed throughout the course.

WLD 1121 Arc Welding 8(3-15)
This course covers the operation of AC transformers, and DC motor generator arc welding sets. Included are: welding heats, polarities and electrodes used in joining various metal alloys by arc welding. When the student is proficient in running beads, butt and fillet welds made in all positions are tested by the student himself for quality. Safety is stressed throughout the course.

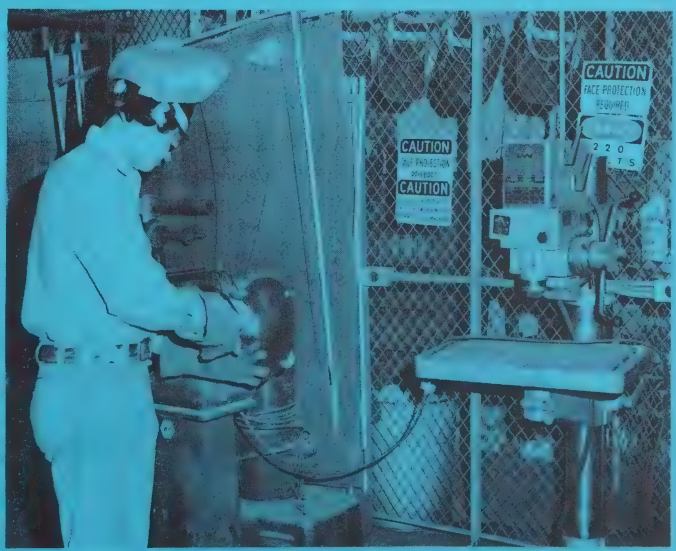
WLD 1122 Commercial and Industrial Practices 8(3-15)
This course is designed to build skills through practice in simulated industrial processes and techniques. Maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection are covered.

WLD 1123 Inert Gas Welding 5(2-9)
This course is an introduction to the practical application of inert - gas shield arc welding. Incuded are: equipment operation, practice in various positions, principles of operation, shielding gases, filler rods, process variations and applications, and manual and automatic welding.

WLD 1124 Pipe Welding 7(3-12)
This course is designed to provide practice in the welding of pressure piping in the horizontal, vertical and horizontal fixed positions using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

WLD 1125 Certification Practices 6(3-9)
This course covers welding the various materials requisite to the meeting of certification standards. The student uses various tests incuding the guided bend and the tensile strength tests to check the quality of his work. The production of quality welds is emphasized.

WLF 206 Wildlife Science 4(3-3)
This course is an introduction to wildlife biology. Topics covered include the interaction between wildlife and man, the manipulation of wildlife habitat, characteristics of wildlife populations, and the life cycles and management of selected widlife species. Labs include field trips to various management areas and talks by wildlife managers.



SOUTHEASTERN COMMUNITY COLLEGE
P. O. BOX 151
WHITEVILLE, NORTH CAROLINA 28472
(919)642-7141

C371
S72H

Southeastern Community College

BULLETIN
1979-80



SCC

"Providing quality post-secondary education for southeastern North Carolina"

"An Equal Employment Opportunity/Affirmative Action Employer"

ACADEMIC CALENDAR
1979-80

FALL QUARTER 1979
(57 days)

August 17	Friday	End of 1979 Summer Session
August 27	Monday	Orientation for New Students (Morning, afternoon, and evening)
August 28	Tuesday	Faculty Returns (Advisement and faculty work sessions)
August 30	Thursday	Registration Returning Students
August 31	Friday	Registration Entering Students
September 4&5	Tues./Wed.	Orientation Classes Begin for ORI 100 and Returning Students
September 6	Thursday	Regular Classes Begin
September 13	Thursday	Last Day to Register or Add Classes
October 8	Monday	Last Day to Drop Classes without WF/WP Grade
October 16	Tuesday	Mid-term
November 21	Wednesday	End of Quarter

WINTER QUARTER 1979-80
(55 days)

November 27	Tuesday	Registration
November 28	Wednesday	First Day of Classes
December 4	Tuesday	Last Day to Register or Add Classes
December 20	Thursday	Christmas Recess Begins at 10:00 p.m.
January 2, 1980	Wednesday	Classes Resume
January 11	Friday	Last Day to Drop Class without WF/WP Grade
January 16	Wednesday	Mid-term
February 22	Friday	End of Quarter

SPRING QUARTER 1979-80
(55 days)

March 3	Monday	Registration
March 4	Tuesday	Classes Begin
March 10	Monday	Last Day to Register or Add Classes
April 3	Thursday	Last Day to Drop Class without WF/WP Grade
April 16	Wednesday	Mid-term
April 4&7	Friday/Monday	Easter Holiday
May 21	Wednesday	End of Quarter
May 25	Sunday	Graduation

SUMMER QUARTER 1980
(55 days)

June 3	Tuesday	Registration for First & Full Summer Session
June 4	Wednesday	Classes Begin
July 4	Friday	Independence Day
July 11	Friday	End of First Summer Session
July 14	Monday	Registration Second Summer Session
July 15	Tuesday	Classes Begin
August 20	Wednesday	End of Quarter



SOUTHEASTERN COMMUNITY COLLEGE

It is because of you and for you, the people of our service area, that Southeastern Community College exists; therefore, who and what Southeastern Community College is depends on WHO you are and what your needs are. To this end the objectives of Southeastern Community College are:

To provide for two-year college programs for transfer to a four-year college or university.

To provide technical-vocational programs which will prepare the students for employment in a specialized vocation.

To provide suitable courses and programs for adult students who desire to further their education, to improve their personal or business efficiency, or to enrich their cultural lives.

To serve as a center to foster cultural development in the College community.

Southeastern Community College enthusiastically supports the open door policy. If you are 18 years of age or older and think you may need Southeastern Community College, chances are Southeastern needs you!

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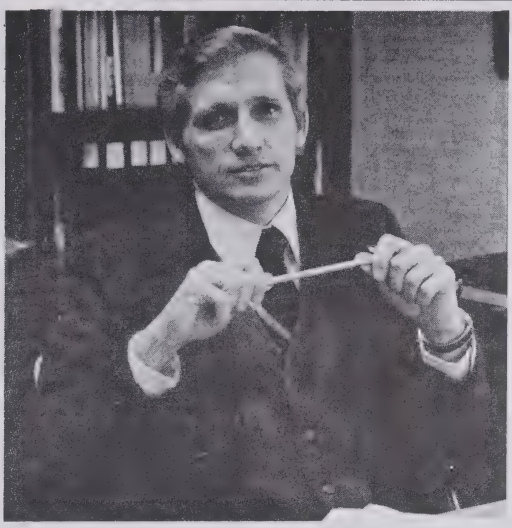
Course Descriptions
insert pp. 16-a to 16-x

Accreditation and Memberships

Southeastern Community College is chartered by the state of North Carolina. It is accredited by the Southern Association of Colleges and Schools and by the North Carolina State Board of Education.

The following programs are specially accredited:
1) Nursing programs (associate in applied science program and diploma program) are accredited by the North Carolina Board of Nursing.
2) Cosmetology is accredited by the North Carolina State Board of Cosmetic Arts.

Memberships include:
American Association of Junior Colleges
North Carolina Association of Junior Colleges
Southern Association of Colleges and Schools



President's Message

We are pleased with your interest in SCC.

Southeastern can offer you one of the finest experiences available in higher education. Our faculty and staff are dedicated to one purpose, that of providing for the student an exceptional environment for learning. Learning at Southeastern means studying in the library, chatting with a faculty member in the student lounge, catching up on lab experiences by using individualized instructional packages, attending one of the many fun and culture-filled arts series, visiting with one of our guest performing artists during an evening reception, attending the homecoming dance, attending review sessions with campus tutors, visiting with business or industrial representatives, serving on college committees, matching your interests and aptitudes with occupational trends, participating in small group discussions in classes, and yes, "rapping" with the President.

We have services available for adults of all ages, day and night, credit or non-credit.

There are many reasons to attend Southeastern Community College. We welcome you, and we look forward to what will be a mutually rewarding experience together.

W. Ronald McCarter

Organization

BOARD OF TRUSTEES

S.G. Koonce, Chairman
Chadbourn, NC

Billy Hooks, Vice Chairman
Whiteville, NC

L.P. Ward, Secretary
Chadbourn, NC

Mrs. Flora Singletary, Treasurer
Whiteville, NC

John F. Carter
Chadbourn, NC

Dr. John F. Munroe
Whiteville, NC

Willard Small
Fair Bluff, NC

J. Herman Leder
Whiteville, NC

J. Richard Maxwell
Whiteville, NC

Mrs. Carolyn Roberts
Shallotte, NC

Mrs. Myrtle Soles
Tabor City, NC

C.R. Ward
Lake Waccamaw, NC

Dr. R.M. Williamson
Tabor City, NC

Henry Wyche
Hallsboro, NC

Current S.G.A. President

ADMINISTRATIVE OFFICERS

W. Ronald McCarter	President
Walter D. Brown	Dean of Instruction
Dan W. Moore	Dean for Student Development
Robert G. Stanley	Business Manager

Personnel

Lois Bailey — Biology
B.S. Wake Forest University; M.A.T., U.N.C. - Chapel Hill

William R. Ball — Forest Management
B.S., North Carolina State University; M.A., East Carolina University

Christine Balogh — Art
B.F.A., Academy of Fine Arts, Budapest; M.F.A., Academy of Fine Arts, Vienna

Janos Balogh — Equipment Technician, Learning Resources Center
B.S., Ra-Film Technical Institute, Budapest

Thelma Barnes — English
A.B., Flora MacDonald College; M.A.T., Duke University

Vivian Beresoff — Science Lab Assistant
A.A., Columbia College

Chester M. Biggs, Jr. — Audio-Visual Coordinator, Learning Resource Center
B.S., University of Oklahoma; M.A., Appalachian State University

Ray Blackburn — Business
B.S., UNC-Wilmington; M.B.A., East Carolina University

Eric A. Brandt — Learning Center/ Emergency Care
B.S.H.S., Western Carolina University; Certificate, Red Cross Instructor

Robert Brooks — Special Services-Upward Bound
A.A., Kittrell College; B.A., Elizabeth City State University

J.R. Brown, Jr. — Columbus Workshop
A.A., Southeastern Community College

Walter D. Brown — Vice-President & Dean of Instruction
B.A., Eastern New Mexico University; M.A.Ed., Eastern Carolina University

Alan Brownlee — Humanities/Social Sciences
B.S., University of Tennessee; M.A., Western Michigan University

Freda M. Bullard — Business
A.A., Southeastern Community College; B.S., Pembroke State University; M.S.B.E., U.N.C. - Greensboro

Richard F. Burkhardt — Music
B.S., Appalachian State University; M.M., Jordan College of Music, Butler University

Brenda Carter — Advisement Supervisor/ Business Instructor
B.S.A., UNC-Greensboro

Gary Alan Cheers — Coordinator Brunswick County
B.A., UNC-Chapel Hill; M.A.T., University of Florida

James Clifton — Social Sciences
B.A., Wake Forest University; M.A., Duke University

Nancy Clifton — English
A.B., Smith College; M.A.T., Duke University

Linda Cole, R.N. — Nursing
B.S., East Carolina University

Winifred B. Cooke — Director, Learning Center
B.S., Evangel College; M.A.C.T., UNC - Chapel Hill

Christian Marshall Cupp — Librarian
M.A., East Tennessee State University; B.S., East Tennessee State University, LPN, Womack Hospital

Theresa G. DeCarlo — Financial Aid Officer
Pembroke State University

Brenda Ebron — RSL/Tutor Coordinator
B.A., Shaw University

Betty C. Edens — Nursing
B.S., Pembroke State University; R.N., Robeson County School of Nursing

Phyllis Feagin — Dean, College Transfer Program
B.A., Fort Wright College; M.A., Clarke College

Vivian Floyd — Director, Cooperative Education
B.S., Pembroke State University; M.A. Ed., East Carolina University

Harry Foley — Supervisor, Adult Education
B.S., Western Carolina University

Pauline E. Ford — Columbus Workshop

Leon M. Fox, Jr. — Dean of Occupational Education
B.S., North Carolina State University; M.B.A., University of Georgia

Lauren George — Child Development
A.A., Southeastern Community College; B.S.H.E., UNC - Greensboro

Lillie Mae George — Columbus Workshop

George Greene — Transportation Maintenance
U.S. Navy Schools in Diesel Mechanics; General Motors Auto School

Sandra N. Green — Columbus Workshop

Sandra S. Green — Reading
B.A., UNC - Wilmington; M.A. Ed., Western Carolina University

Janet Gray, R.N. — Nursing
B.S.N., East Carolina University

Charles E. Grigsby — Mathematics
B.S., UNC - Chapel Hill; M.A.T., Duke University; Ph.D., UNC - Chapel Hill

Evelyn Hamby — Learning Resource Center/ Library Assistant
A.A.S., Caldwell Community College

Susan Harmuth — Director, RSVP
B.S., Radford College

William A. Harper — Mathematics
B.S., East Carolina University; M.A., East Carolina University

Joseph K. Harrelson — Columbus Workshop

Sue W. Hawks — Recruitment Coordinator
B.S., East Carolina University; M.A. Ed., NC - State University

Shirley B. Hough — Business
B.S., Flora MacDonald College; M.A., Appalachian State University

Fred Hurteau — Graphics Artist
A.A.S., Technical Institute of Alamance

Robert Jackson — Welding
Certified Welder, Newport News Shipbuilding & Dry Dock Company

Jacobyna Jones — Business
B.A., Elon College; M.A., Appalachian State University

Donna Johnson — Columbus Workshop
B.S., Pembroke State University

Kathy E. Justice — English
B.A., Wilmington College; M.A., Appalachian State University

Robert L. King — Biology
B.A., Elon College; M.A., Appalachian State University

Ruby Lambdin — English
B.S., Concord College; B.A., Concord College; M.A., West Virginia University

Frank E. Leach — Counselor
B.S., Florida State University; M. Ed., Florida Atlantic University

Becky Lundy — Reading
B.A., University of Arizona; M. Ed., Francis Marion

Vernon Marlin — Mathematics
B.S., Southern Illinois University; M.S., Southern Illinois University; Ph. D., UNC - Chapel Hill

Marion Martin — Chemistry
A.B., Duke University; M.A., Duke University

W. Ronald McCarter — President
A.B., UNC - Chapel Hill; M. Ed., UNC - Chapel Hill; Ed. D., NC - State University

William McCullum — Electrical
A.A.S., Southeastern Community College

Doris McGavisk, R.N. — Nursing
Diploma, Watts Hospital School of Nursing; B.S., Mars Hill College; M.A. Ed., NC State University

Eric McLamb — Public Information Writer
B.A., UNC - Wilmington; Associate Photographer's Degree, Hallmark Institute of Photography

Kay B. McLawhorn — Coordinator Learning Center
B.S., East Carolina University

Harold McMillion — Director of Special Services/ Upward Bound
B.A., Marshall University; M.A., Marshall University; Ed. D., Nova University

Thomas Mehalic — Criminal Justice
Institute of Applied Science; A.A.S., Southeastern Community College; B.S., Pembroke State University

Ira Melvin — Welding
Certificate, Wilson County Technical Institute

John Merritt — Agriculture Science
B.S., North Carolina State University

Brenda B. Miller — Library Assistant; Learning Resources Center
A.A.S., Business Administration, Southeastern Community College

Dan W. Moore — Dean for Student Development
A.B., Guilford College; M.S., Virginia Commonwealth University; Ed. D., N.C. State University

Joseph K. Nance — Physical Education
A.B., U.N.C. - Chapel Hill; M. Ed., UNC-Chapel Hill

Larry Nance — Columbus Workshop
A.A., Southeastern Community College; B.A., University of NC - Wilmington

Roland C. Norris — Registrar
B.S., East Carolina University; M. Ed., East Carolina University

Nanette Pais — Counselor, Psychology, RSL
B.S., Virginia Polytechnic Institute; M.A., Virginia Polytechnic Institute

Betty Ann Page, R.N. — Director of Nursing
A.A.S., Southeastern Community College; B.S., Medical College of Georgia; M.S.N., Medical College of Georgia

Edward Pate — Welding
Certificate, Wilson County Technical Institute; Diploma, Cape Fear Industrial Training Center; Diplomas, International Correspondence School; Associate in Applied Science, Southeastern Community College

Eva Patterson — Upward Bound
B.A., St. Augustine's College

Alvin Phillips — Outdoor Recreation Resources
B.S., Clemson University; M.S., UNC - Chapel Hill

Robert W. Priest — Coordinator of Student Activities

Edith Register, R.N. — Nursing
B.A., UNC - Wilmington; M.A., Appalachian State University

Debbie Riel — Lab Coordinator/Resources for Students
A.A., Southeastern Community College; B.S., Pembroke State University

Gary Shaw — Electrical

Sue Shaw, R.N. — Nursing
A.A., Mars Hill Jr. College; B.S., Mars Hill College

Marshall Shepherd — Criminal Justice
A.A., Guilford College; B.S., Guilford College; M.A., East Carolina University

Phillip Simmons — Human Resource Development
University of Maryland; Electronic Certificate USAFI

Judy E. Sarvis — Special Service/Upward Bound
B.S., Pembroke State University; M.A.Ed., Western Carolina University

William D. Small, Jr. — Superintendent, Building and Grounds
Diploma, Command and Staff College; Diploma, Aircraft Maintenance & Management

Audra Smith — Cosmetology
Certificate, Richmond Academy Vocational Technical School; Ray Phillips Salisbury Beauty School

Shaffer Smith — Electrical Engineering Technology
Central Connecticut State College; U.S. Navy Electrical School

Robert G. Stanley — Business Manager
B.S., East Carolina University; M.A., East Carolina University

James Starnes — Social Science
A.B., High Point College, B.D., Emory University; M.A., East Carolina University

Iris White Stanley — Assistant Coordinator Brunswick County
B.A., UNC - Chapel Hill

Julia M. Stocks — Director of Counseling Services and Personnel Officer
B.A., Duke University; M. Ed., Duke University

Mary Taft — Art
B.S., Pembroke State University

John A. Voorhees — Social Science
B.A., Berea College; M.A., University of Illinois

Anita Walker — Mathematics
A.S., Mt. Olive Jr. College; B.S., Mars Hill College; M.A., Appalachian State University

Herschel Walsh — Physical Education
B.A., Western Kentucky; M.A., East Tennessee State

Betty Jo Walters — Cosmetology
Atlantic Beauty College; Robeson Technical Institute

T. Tucker Ward — Diesel Mechanics
U.S. Army Schools in Diesel Mechanics

Wilbur N. Ward — Welding
Diploma, Cape Fear Technical Institute

Curtis Welborne — Humanities/Social Service
A.B., Elon College; M.A., East Carolina University

Marian Williams — Assistant Librarian
A.A., Southeastern Community College; B.A., Methodist College

Elatha Wilson — Tailoring and Alterations
Certificate Supervisor Training

William L. Wilson, Jr. — Dean of Adult Education
B.S., Louisiana State University; M.S., Louisiana State University

Ralph Woodard — Manpower Coordinator
M.A. Ed., East Carolina University

Robert L. Young — Physical Education
B.S., Campbell College; M.A., Appalachian State University

Classification Of Programs

CERTIFICATES, DIPLOMAS, AND DEGREES CONFERRED BY SCC

1. Certificate: The certificate is conferred upon successful completion of occupational programs of less than one year in length.
2. Diploma: The diploma is conferred upon successful completion of specified one-year occupational programs.
3. Associate in Applied Science: This degree is conferred upon successful completion of specified two-year occupational programs.
4. Associate in Arts: This degree is conferred upon successful completion of specified college transfer programs of the liberal arts variety.
5. Associate in Fine Arts: This degree is conferred upon successful completion of specified college transfer programs of the arts variety (i.e. music and visual art).
6. Associate in Science: This degree is conferred upon successful completion of specified college transfer programs of the science and technical variety (i.e. pre-engineering, math, and science).

APPEARANCE OF PROGRAM BY DEGREE

Must be 18 years of age or older. High school diploma or GED is required; however, students who do not meet these requirements may be accepted as special students.

	CERTIFICATE, DIPLOMA, OR DEGREE
Agricultural Science	A.A.S.
Air Conditioning and Refrigeration	Certificate
Air Conditioning and Refrigeration	Diploma
Automotive Body Repair	Diploma
Automotive Mechanics	Diploma
Basic Business Administration	A.A.S.
Carpentry and Cabinet Making	Diploma
Child Development (Child Care Worker)	Diploma
Child Development (Early Childhood Specialist) (Teacher Associate) (Reading Teaching Emphasis)	A.A.S.
Cosmetology	Diploma
Criminal Justice (Law Enforcement) (Corrections)	A.A.S.
Electrical Engineering Technology	A.A.S.
Electrical Installation and Maintenance	Certificate
Electrical Installation and Maintenance	Diploma
Forest Management Technology	A.A.S.
General Office Technology	A.A.S.
High School Diploma Program (ABE/GED)	Diploma
Industrial Maintenance - Electromechanical	Diploma
Nurse Assistant	Certificate
Nursing	A.A.S.
Outdoor Recreation Resources	A.A.S.
Plumbing and Pipefitting	Diploma
Pottery Production	Diploma
Practical Nursing	Diploma
Electronic Servicing	Certificate
Secretarial Technology	A.A.S.
Transportation Maintenance Technology	A.A.S.
Veteran Farm Agriculture Program	A.A.S.
Veteran Farm Agriculture Program	Diploma
Vocational Instructors Program	A.A.S.
Welding	Certificate
Welding	Diploma

High school diploma required:	CERTIFICATE, DIPLOMA, OR DEGREE
Courses leading to Associate in Arts	A.A.
Courses leading to Associate in Fine Arts	A.F.A.
Courses leading to Associate in Science	A.S.

Admissions

ADMISSIONS

"SCC has revised the admissions process so that prospective students must complete a minimum of paperwork and/or make a minimum of trips to the campus. Interested persons should request an application by mail or telephone (642-7141, Ext. 264) or by visiting the campus. Information required in addition to the application form is listed on the application form (additional requirements and admissions criteria for prospective nursing students is available upon request)." The information required to complete the admissions process is as follows: 1) complete application form including photograph; 2) high school transcript or GED; 3) college transcript if applicable; 4) Southeastern Community College Placement Test scores and 5) admissions interview with a counselor.

Policy for Admissions of International Students

1. In addition to completed application, including transcript, the applicant's folder MUST contain: 1) statement of proficiency in English language by person at SCC interviewing student, by an official at student's last school or as a last resort, a statement written and signed by students, 2) a Financial Statement by his sponsor (on rare occasions a statement by an independent student will be accepted) showing that he has the means by which to pay all college costs and living expenses for the duration of his program.

2. The form I-20 (Immigration and Naturalization) is to be completed by a college official and student. The college MUST retain a copy of this form and the student (in some cases the college) mails this form to Immigration and Naturalization. It is on the basis of this form that an individual receives a student visa. Students are allowed to enter classes on the basis of the completed I-20 and documents cited in Item 1. Should a student visa not be issued or should the college be notified by Immigration and Naturalization Services of other problems, the student will be asked to withdraw from the college.

3. **It is the responsibility of the international student to see that subsequent required forms for the extension of visa, etc. are initiated and mailed to appropriate government officials.**

TESTING AND PLACEMENT

Since SCC is interested in meeting the individual needs of its students, placement tests in the areas of reading, writing, and mathematics will be administered to all entering students. A graduation plan which reflects the individual student's entrance skills will be prescribed for each student. If placement tests indicate the student's skills in reading, writing, or mathematics are above average, he may be allowed to take advanced courses. If the tests indicate that a student has not yet developed a sufficient skill level in reading, writing, or mathematics, he may be directed to enroll in a skill-building course(s) in addition to courses required of all graduates; or he may be placed in developmental sections of English, reading, and math. All prescribed developmental courses (except for ENG 102 and ENG 103) must be completed within the first 36 hours of full credit courses unless the student obtains special permission from his program dean.

A student is required to take a placement test before he is assigned an advisor. He will be notified by the admissions office of the dates the Placement Test will be administered. Placement Tests will not be required for designated vocational programs.

Based on the student's performance on the Placement Tests a counselor will prescribe appropriate courses for the student's level of demonstrated achivement.

Many students find it advantageous to take the Placement Tests early in the spring, so that they can take prerequisite courses during the summer.

Although the Placement Test is not required for admission to the college, it is required for advisor assignment and placement into reading, math, and English courses. All students entering degree programs are expected to have a test interpretation and course selection session with a counselor.

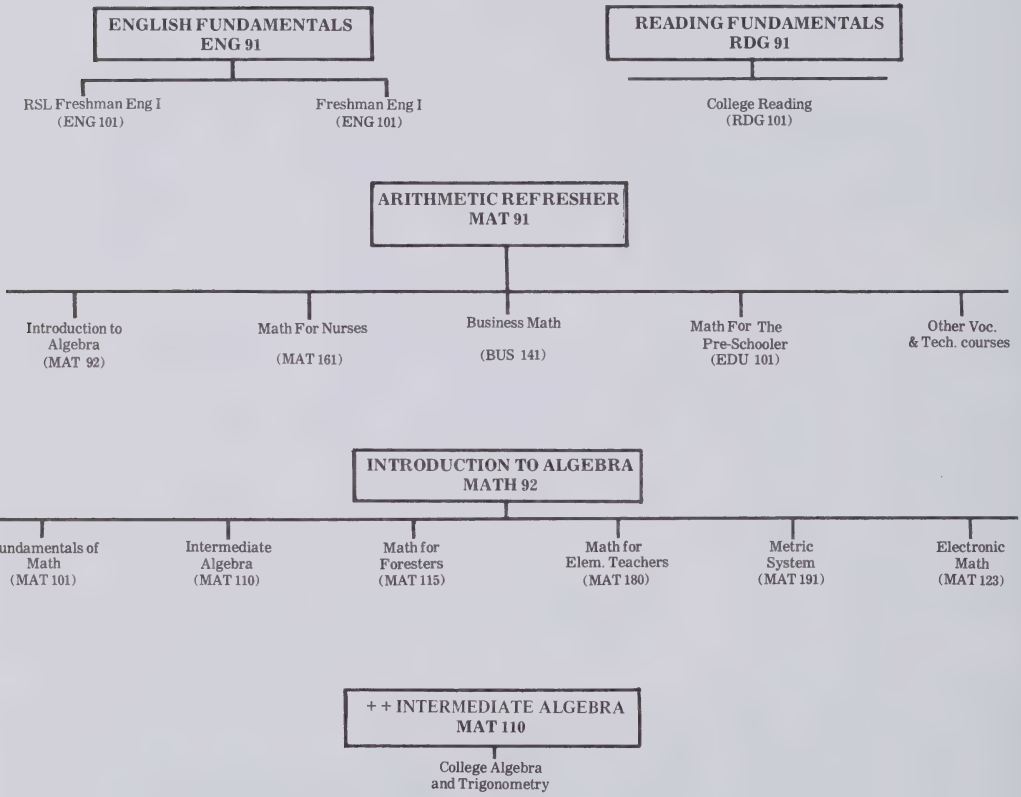
Southeastern Community College does not discriminate on the basis of sex in the educational programs or activities which it operates. SCC is subject to the requirements of Title IX of the Educational Amendments of 1972 Prohibiting Sex Discrimination in Education, as interpreted and administered by the Department of Health, Education and Welfare. The requirements not to discriminate in educational programs and activities extend to employment in and admission to the College. Inquiries concerning the application of Title IX with regard to SCC may be referred to: Dean for Student Development, Southeastern Community College, Whiteville, N.C. (919) 642 7141, Ext. 245

Southeastern Community College is an Equal Opportunity Affirmative Action Employer and complies with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

DEVELOPMENTAL COURSES PREREQUISITES

In order to meet the individual needs of its students, SCC has designed skill-building courses in English, reading and math. Students may "place out" of skill-building courses by achieving specified scores on the placement tests. Students scoring below the specified cut-off scores may be required (depending on the student's program) to complete one or more skill-building courses in addition to other requirements in their program.

Satisfactory placement test scores or completion of the developmental courses shown in the boxes is required for entrance into the courses listed below the boxes. The student should check the schedule for his program to see if any of the courses requiring pre-requisite skills is included.



++While Intermediate Algebra is considered developmental for those planning to take College Algebra and Trigonometry, this course counts toward your graduation requirements in math and does not add hours to the number of hours you need to graduate.

Students who enroll in ENG 91 or RSL Eng 101 - or - 2 or more "90 level" courses will be required to take ORI 101 instead of ORI 100.

Expenses, Financial Aid

TUITION

Tuition is paid by each student when he - she registers for a course or courses at the beginning of each quarter.

Tuition is based on the number of CREDIT HOURS for which the student is registered. All IN-STATE students pay each quarter $3.25 per credit hour up to a maximum of $39.00 per quarter. (See RESIDENCY). OUT-OF-STATE students pay each quarter $16.50 per credit hour; full time out-of-state students (12 credit hours or more) pay $198.00 per quarter. (See RESIDENCY).

STUDENT ACTIVITY FEE

Students taking at least one course on campus and who enroll for eight of more hours will pay as follows:

Fall Quarter	$8.00
Winter Quarter	8.00
Spring Quarter	8.00
Summer Quarter	
a)full session and-or	
first session	1.00
b)second session	1.00
	$25 or $26

STUDENT INSURANCE

A low cost student insurance plan is available to all students. Students are urged to take advantage of this insurance. Each student is advised that technical institutes and community colleges are governmental agencies and as such are immune to liability in any suit which a student might institute for damages as a result of injuries received at school. It is, therefore, in the student's interest to protect himself with accident insurance.

CONTINUING EDUCATION STUDENTS (including High School Diploma students)

There is a $5.00 registration fee for all students enrolled in continuing education programs. Exempt from this fee are local law enforcement officers, volunteer firemen, volunteer life saving personnel, prison inmates, and students enrolled in training programs for civil preparedness.

BASIC EDUCATION STUDENTS

There is no tuition for basic education students.

RESIDENCY

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. In essence, the controlling North Carolina statute (g.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes." Ownership of property in or payment of taxes to the state of North Carolina does not automatically qualify one for the instate tuition rate. Failure to provide requested information for residency classification can result in the student being classified as a nonresident for tuition purposes and disciplinary action. A student who believes that he or she has been erroneously classified shall be permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. A copy of the manual is available in the Student Development Center for student inspection.

REFUNDS

Tuition refunds shall not be made unless the student is, in the judgment of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within ten calendar days after the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for amounts of $5.00 or less, except if a course or curriculum failed to materialize, in which case all tuition shall be refunded. No refunds will be made for changes in total class hours that are made solely for personal convenience. This policy applies to evening school as well as the day school. In the summer session, two thirds of the tuition will be refunded only if withdrawal for unavoidable reasons occurs within five calendar days after the first day of class.

All refunds are forfeited for any student failing to adhere to proper withdrawal procedures.

STUDENT FINANCIAL AID

Southeastern Community College offers a variety of financial aid opportunities. The primary purpose of SCC's financial aid programs is to provide assistance to those students who, without aid, would be unable to being or continue their college education.

Students who need financial assistance should contact their high school guidance counselor or the SCC financial aid office for information and applications. Those applying for assistance must file a Financial Aid Form (FAF) or a Family Financial Statement (FFS) designating BEOG and SCC as recipients of the needs analysis and an Institutional Data Form (IDF). These forms should be completed and received in the Financial Aid Office by April 15 to allow time for processing so that awards can be made before Fall Registration. To be eligible for financial assistance, the entering freshmen must be a high school graduate and must meet all admissions requirements. Returning students must be in good academic standing as outlined in the Student Handbook and the Financial Aid Brochure (Consumer Information Bulletin).

Below is a brief description of all financial aid programs administered by Southeastern Community College. A more detailed description of these programs is published yearly in the consumer information bulletin, Financial Aid Brochure.

GRANTS & SCHOLARSHIPS

1. Basic Educational Opportunity Grant Program (BEOG)

Basic Grants are federally funded and there is no specified field of specialization. The amount varies and is based on a formula which takes into account the amount you and your family can contribute to your education. The award cannot be greater than one-half the cost of attending Southeastern Community College. These grants are based on entitlement and demonstrated need. The amount is fixed by the Federal Government, and cannot be adjusted by the college.

2. Supplemental Educational Opportunity Grant Program (SEOG)

Supplemental grants are federally funded and designed to provide assistance to students who demonstrate exceptional financial need. The minimum grant per year is $200 and recipients must agree to accept an equivalent amount of matching funds from other financial aid programs such as loans, work-study or other grants. SEOG's are non-repayable awards.

3. North Carolina Student Incentive Grant Program (NCSIG)

This program is administered by the College Foundation, Inc. Funds are provided by the North Carolina State Education Assistance Authority under the 1965 Higher Education Act as amended, from State and Federal appropriations. To qualify for a NCSIG, students must complete the necessary applications for financial aid, be a legal resident of North Carolina, accepted for the enrollment or enrolled in good standing at an institution of higher education in North Carolina, and demonstrate a substantial financial need. Applications should be received by College Foundation, Inc. by March 31.

4. Federal Nursing Scholarship Program (FNS)

Nursing scholarships are federally funded and are designed to assist students who demonstrate exceptional financial need and who are enrolled in our Associate Degree Nursing Program. These scholarships are non-repayable awards.

5. Institutional Scholarships

Institutional scholarships are offered to students attending SCC by civic organizations, service clubs, and individual donors. They are awarded to students who demonstrate above average academic ability and financial need.

6. N.C. Prospective Teachers' Scholarship Loan Program (PTSL)

These scholarship - loans are offered by the North Carolina General Assembly through the State Board of Public Education and the Superintendent of Public Instruction. To be eligible a student must be a North Carolina resident, enrolled in teacher education, and planning to teach in a NC public school. Students must demonstrate financial need and above average academic potential. Applications may be obtained from the N.C. Department of Public Instruction, Raleigh, N.C.

EMPLOYMENT

1. College Work-Study Program (CWSP)

The College Work-Study Program is federally funded and is designed to provide employment opportunities for students with limited financial resources to help pay for college expenses. The amount of a CWSP award varies and is determined solely on demonstrated need by the financial aid officer. An effort is made to assign students to jobs related to their major field of study or to utilize their specific skills and interests.

2. Plan Assuring College Education (PACE)

PACE-I.N.C. provides employment opportunities for students in their home communities at public or private non-profit agencies or organizations. The program is operated in conjunction with SCC and eighty per cent of the funds for student's salaries are made available through our College Work-Study Program. The participating agency (employer) pays the remaining 20 percent. Students are expected to save a substantial portion of their summer earnings for college expenses the following academic year.

3. President's Service Stipend

These stipends are funded by the SCC Foundation and are designed to assist students who, under normal circumstances, cannot demonstrate sufficient need to qualify for federal financial aid funds. These awards cannot be greater than the cost of tuition and students receiving them must provide a service to the college. Applicants must complete all financial aid applications and must also be sponsored by an SCC faculty - staff member who will supervise the students' service related activities.

LOANS

1. National Direct Student loan (NDSL)

Funded by the Federal Government, these loans are based entirely on need and bear no interest while the student is enrolled at least half-time. Repayment of loan will normally commence nine months after the borrower ceases to carry at least one-half of the normal full-time academic work load unless he is serving in the military, Peace Corps or Vista. No interest is charged until repayment begins and then 3 per cent charge is applied to the unpaid balance.

2. Federal Nursing Student Loan Programs (FNSL)

A student is eligible to apply for the Nursing Loan if he-she is enrolled or accepted for enrollment as a full-time student in the Associate Degree Nursing Program. The interest rate is 3 per cent per year and a schedule for repayment of the loan is selected by the student at the time he-she ceases to be at least a half-time student in the nursing program. Repayment and interest begins nine months after the student graduates or terminates his enrollment in the nursing program.

3. North Carolina Insured Student Loan Program

This program is administered by College Foundation, Inc. who is the principal lender for North Carolina. Legal residents of North Carolina may borrow from this loan fund for post-secondary education. A loan cannot exceed one-half the cost of education and each applicant must demonstrate financial need and maintain satisfactory academic progress. Repayment and interest on Insured Loans begins nine months after a student graduates or terminates his enrollment. These loans carry a 7 per cent interest rate.

4. Institutional Loans — Uncle Bill & Aunt Cora Jane Ward; C.R. Bailey; and Yetta Leder Loan Funds

The donors of these funds wish to assist students who need loans to continue their education and who demonstrate the intention and general ability to successfully complete the course to be undertaken. Students must be accepted for admission before applications may be considered. Terms of these loans are very generous and should be discussed with the Financial Aid Officer.

5. Short Term Loans — J.H. Land; E.L. Derrick; Ruth Baldwin; and Whiteville Woman's Club

These are short-term loan funds designed to assist students who need small amounts of money for school-related emergency expenses.

6. Watson Trust Fund

This fund is administered by the Misses Yata, Theodosia and Fawn Watson of Fairmont, North Carolina, and is intended to assist students in the Fairmont area in pursuing education beyond the high school level. Application should be made directly to the Misses Watson.

MISCELLANEOUS

1. Vocational Rehabilitation Grants — Students with a physical disability may obtain grants-in-aid covering fees, books and supplies through the Vocational Rehabilitation Service. To be eligible an individual must:

a. Have a disability which interferes with employment.

b. Have a reasonable chance of becoming suitably employed within an acceptable period of time.

c. Be of, or close to, working age.

Further information can be obtained from your local Vocational Rehabilitation Office.

2. Veterans Administration Funds — Applicants who have been discharged from the armed services since January 31, 1955, should apply for financial assistance under the Veterans Administration Program. Applicants who are dependents of deceased or disabled veterans with a service connected disability should apply for financial assistance through the North Carolina Department of Veterans Affairs in Raleigh, North Carolina.

Note: For information concerning satisfactory progress and financial aid eligiblity, please see the 1979-80 Student Handbook or the 1979-80 Financial Aid Consumer Information Booklet.

Academic Regulations

OFFICIAL ANNOUNCEMENTS

Southeastern Community College has several official publications which are of interest to applicants and students. These publications include the **BULLETIN**, the **STUDENT HANDBOOK**, AND THE **RAM-O-GRAM**, which is published and distributed on campus twice each week. All students are responsible for the content of these publications as they relate to activities at the college.

CREDIT

College Credit Hours or (Credits) are earned by students when they spend hours learning a skill such as welding or an academic body of knowledge such as English literature or political science. Courses for which credit hours or credits are given toward a degree of diploma are called CREDIT COURSES.

At SCC credit hours or credits are placed on each CREDIT subject. The number of credit hours is determined by the number of lecture, laboratory, or field experience hours determined necessary for each course.

SCC is on a **Quarter System.** Credit courses at SCC run for 11 weeks which is equivalent to a quarter. There is a fall, winter, spring, and summer quarter.

CREDIT HOUR EXPLANATION

Example 1. In a three credit hour course at SCC, a student may be in class for three 50 minute periods or two 75 minute periods a week for a quarter.

John Doe's Math Class Schedule

Monday 8:30-9:20	Tuesday	Wed. 8:30-9:20	Thurs.	Fri. 8:30-9:20
50 minutes		50 minutes		50 minutes

or

Jane Doe's History Class Schedule

Mon.	Tues. 10:00-11:15	Wed.	Thurs. 10:00-11:15	Fri.
	75 minutes		75 minutes	

Example 2. In another three credit hour course a student may be in a course for 150 minutes once a week.

Joe Doe's Business Class Schedule

Mon. 7:00 p.m. 9:45 p.m.	Tues.	Wed.	Thurs.	Fri.



REGISTRATION PROCEDURES

Registration for classes at Southeastern Community College occurs at the beginning of each quarter and prior to the opening of the second session of summer school. Registration times and dates are normally announced well in advance through public media as well as campus publications. Registration for day classes normally occurs on the day before classes begin and registration for evening classes occurs on the night prior to the beginning of the quarter. Late registration is available through the first five days of the quarter and through the second class meeting for classes which meet only once each week. Additional registration information can be obtained by calling the Registrar's Office prior to the beginning of the quarter.

ADVISEMENT SYSTEM

Southeastern Community College has a faculty advisement program designed to identify and meet the needs of SCC students.

Students are assigned an advisor on the basis of program interest. Students will remain with their advisor throughout their stay at SCC unless a change is requested by either the student or the faculty advisor.

STUDENT COURSE LOAD

The normal course load for a full-time freshman student is 15-18 credit hours. A student (freshman or sophomore) desiring to take more than 18 hours must obtain written permission from the dean of his program of study.

DROPPING - ADDING CLASSES

1. If you wish to drop or add a class you should obtain a Registration Change Notice (drop-add form) from the forms rack in the lobby of the main building. After completing required information on the form, you should have it signed by the instructors affected by the change, and by your advisor. Return completed form to Registrar's Office. Clearance must also be obtained from the library and financial aid office.

2. A person may register or add classes through the fifth class day of the quarter. (A late fee of $5.00 will be charged for anyone who registers after the scheduled registration day).

3.Any class may be dropped within the first 30 calendar days of the quarter without a transcript entry (except for complete withdrawals). After the 30 calendar days, a grade of WP or WF will be recorded for any class dropped.

4. WITHDRAWAL: For Complete withdrawal from the college — see No. 1 above.

TESTS AND FINAL EXAMINATIONS

The instructor may give tests and quizzes, oral and written, at his discretion. Regularly scheduled final examinations will be given at the end of each quarter.

GRADING SYSTEM

At the end of the quarter the student will receive final grades for credit courses based on the following QUALITY POINT system:

GRADE	DEFINITION	QUALITY POINTS FOR CREDIT
A	Excellent Work	4 quality points per credit hour earned
B	Good work	3 quality points per credit hour earned
C	Average work	2 quality points per credit hour earned
D	Poor work, but passing	1 quality point per credit hour earned
I	Incomplete Work	0 quality points; students must complete work by sixth week the following quarter, unless an earlier date for completion is set. Failure to complete work by the designated date will result in a 'F' grade being recorded.
IP	In Progress	
AU	A class is audited for no credit	0 quality points; students who register as AU and stop attending will receive a grade of F.
F	NO CREDIT. The student did not satisfactorily complete the minimum objectives of the course and must re-enroll if he/she wishes to receive credit for the course.	0 quality points
W	Official Withdrawal. The Student officially withdrew from the college in the first 30 calendar days of the quarter.	0 Quality points
WP	Official drop or withdrawal after 30 calendar days	
WF	Official drop or withdrawal after 30 calendar days	

Each student who is not performing satisfactorily in a subject will receive a mid-quarter evaluation of his progress in each course. Mid-quarter evaluations are for the student and his adviser's informational use and are not placed on the permanent record.

STUDENT CLASSIFICATION

FULL-TIME STUDENT — a student enrolled for 12 or more credit hours per quarter.

PART-TIME STUDENT — a student enrolled for less than 12 credit hours per quarter.

FRFSHMAN — a student who has accumulated throughout a number of quarters, less than 45 credit hours.

SOPHOMORE — a student who has accumulated through several quarters more than 45 credit hours but less than 96 credit hours.

SPECIAL STUDENT — a student who has not completed all admission requiresments and is not working toward a degree, but wants to take individual credit courses. After 15 credit hours are accumulated, the student should then apply for admission as a regular student.

WITHDRAWAL FROM COLLEGE

Students desiring to withdraw from the college should contact the Registrar's Office to obtain the necessary form for official withdrawal. A student who fails to withdraw officially will receive a grade of "F" for each course in which he is enrolled and may be unable to register in subsequent quarters. Those students who officially or unofficially withdraw may be asked to meet with the Educational Progress Assistance Committee prior to re-enrollment.

AUDITING

Students may audit courses at Southeastern Community College by going through the same registration procedure and paying the same fees as students taking those courses for credit. Students who audit courses may not be expected to complete the same requirements as students taking the course for credit. Students taking the course as an audit should arrange a meeting with their instructor early in the course to clarify their responsibilities.

ATTENDANCE

The college has no system for allowing for absences; therefore, no set number of class absences is authorized. It is expected that the student will take responsibility for a class or classes which absolutely MUST be missed. As a matter of courtesy, it is desirable that the reason for the absence be given to the instructor; this should be done prior to the absence whenever possible.

Warning notices for absences may be sent to the student by individual instructors. An excessive number of absences will result in the student's removal from the class roll. Upon removal the student will receive a grade of "F".

Any persons attending Southeastern Community College with financial assistance from the Veterans Administration and-or BEOG must adhere to a special attendance policy. Copies of this policy are published in the Student Handbook for additional information.

PROBATION EDUCATIONAL PROGRESS ASSISTANCE COMMITTEE

The purpose of the committee is to assist the student in the successful completion of his college goals. Successful progress towards graduation requires that the student earn a 2.00 (C) GPA on all hours attempted each quarter. A student whose GPA for any quarter is less than a 1.50 will be placed on probation for the next quarter enrolled. A letter will be sent to the student and he-she must consult with his-her advisor for additional direction. Students who demonstrate academic progress by earning a 2.00 GPA during the probationary quarter will no longer be on probation.

First time probationary students may pre-register for 14 hours maximum. They may use the add process later if the terms of probation are met. Students who have been on probation for more than one quarter in succession are not permitted to pre-register; they must go through the regular registration process.

Students who DO NOT earn a 2.00 (C) GPA during the probationary quarter must meet with the Educational Progress Assistance Committee for guidance. A letter will be sent to those students and an interview time will be scheduled. Some of the ways the committee could assist the students are (but are not limited to):

(1) reduction of course load,

(2) individual or group counseling sessions,

(3) tutoring sessions,

(4) guidance into another curriculum,

(5) guidance into other programs, and

(6) temporary discontinuance of coursework.

NOTE: Students who would like to remove their probationary status summer quarter may do so if they earn a minimum of 2.00 (C) GPA on at least 12 quarter hours. Probationary students who cannot take at least 12 quarter hours during the summer may take courses during the summer and attempt to remove their probationary status during the fall quarter of the next academic year.

Note: For information concerning satisfactory progress and financial aid eligibility, please see the 1979-80 Student Handbook or 1979-80 Financial Aid Consumer Information Booklet.

ACCESS TO STUDENT EDUCATIONAL RECORDS

BUCKLEY LAW: The Family Education Rights and Privacy Act (amended by S.J. Res. 40) gives students 18 and over, on request, the opportunity to inspect their educational records and an opportunity, if they wish, to challenge the content of their records. Parents of dependent students (according to IRS) have the same rights as noted above. A copy of the college policy is available upon request.

CHANGE OF PROGRAMS-CHANGE OF ADVISORS

Any change in a program by a student, or any advisor change by a student, is not valid unless the changes are made through the official college process. This process begins by contacting the Student Development Center. Students who do not make changes by filing an appropriate request with the SDC will find that their records are neither accurate nor up to date.

ACADEMIC HONORS

Full time students who excell in their academic work are recognized by Southeastern Community College in the following ways:

1. The Dean's List is published quarterly to recognize those grade-point students who have maintained a 3.50 average on at least 12 hours of work (with NO "D", "I" or "F" grades).
2. The Honor's List is published quarterly to recognize those students who have maintained a 3.0 to 3.49 grade point average on at least 12 hours of work (with NO "D", "I" or "F" grades).
3. Full-time college transfer and two-year occupational students who maintain a cumulative GPA of 3.50 on credit hours are invited to join Phi Theata Kappa, a National Honor Fraternity for junior college students.

CREDIT BY EXAMINATION

To obtain credit, a student may take a proficiency examination, approved by the appropriate departmental faculty, the appropriate division dean and the Dean of Instruction. Regular fees will be charged for credit by examination. (Contact Registrar's office for procedure to follow.)

A veteran student may apply for credit toward graduation for training received under any of the armed forces college training programs. Credit may also be granted for specialized and technical training done under the auspices of the armed forces and courses taken through USAFI.

TRANSFER CREDITS

Southeastern Community College accepts "C" grade credits from other institutions when appropriate. The Registrar reviews each application for transfer of credit and makes a decision regarding the amount of credit to be transferred. Sometimes representatives from various departments on campus are consulted to determine an appropriate match between courses taken at other institutions and those offered at Southeastern Community College. Students desiring transfer credit should make a special effort to apply well before the beginning of a quarter. The maximum number of quarter hours that may be transferred into a degree program is 66.

GRADUATION REQUIREMENTS

1) All courses required by a given program must be completed with a minimum grade point average of 2.0 (C) on credit hours earned at Southeastern.

2) Associate Degrees require a minimum of 96 credit hours, the last 30 of which must be taken at Southeastern Community College.

3) RDG 101 or ENG 1101 is required for graduation. (depending upon program)

4) ORI 100 is required for graduation.

5) Attendance at graduation exercises is mandatory unless approval for absence is obtained from the commencement committee.

Southeastern Community College offers Saturday classes if there is a sufficient demand for them. Telephone: 642-7141, ext. 210

APPLICATION FOR GRADUATION

During the winter quarter, students are given an opportunity to make an application for graduation, held at the end of the spring quarter. These applications include a request for data that will appear on the student's diploma. It is very important that these applications be filed when requested in order that diplomas may be accurately prepared. A $10.00 graduation fee, which includes the cost of the cap and gown and the printing of the diploma, is charged students who file for graduation during the specified time. Late fees are charged for those students who do not meet these specified deadlines. The times for applying for graduation are published in college documents.

Student Life

BOOKSTORE

The college bookstore is more than a place where textbooks can be bought and resold, though it handles this task more than adequately. It also houses a supply of paperbacks unrivalled by any other bookstore in the area. Come by and browse! If you can't find what you want, the bookstore will specially order any book on request! Jewelry, stationery, greetings cards, posters, sportswear, umbrellas, and stuffed animals are also available at the bookstore. Contact 642-7141 extension 260. Hours: Monday-Friday 9:00 to 4:00.

STUDENT DEVELOPMENT CENTER

The primary task of the Student Development Center is to assist in the development of human potentials. In carrying out this task the Student Development Center provides the following services:

Admissions Assistance
Community Outreach Services
Counseling (personal, educational, and occupational)
Financial Aid Assistance (what is available and how to apply for it)
Job Placement
Maintenance of Student Records
Registration for Classes
Student Activities
Testing (Placement and Interest Surveys)
Tutoring
Veterans Affairs
Institutional Research and Evaluation

Contact: Dean for SDC
Telephone: 642-7141 Ext. 246

SPECIAL SERVICES

Special Services is a program designed to aid students with their academic objectives while at SCC. Many services are available on a free basis such as personal counseling, tutoring, transfer information, and career guidance. A cultural component is offered to introduce students to various forms of the arts. In order to apply for Special Services, a student should visit the Special Services Center in G262. For additional information please call 642-7141, extension 277, or 642-7757.

UPWARD BOUND

Upward Bound is a federally funded program designed to develop academic success skills in high school students working below their potential. The program conducts a summer and academic component for students who have completed the 9th or 10th grades and meet other requirements.

The summer program emphasizes academic courses in English, mathematics, science, and reading. Elective courses of physical education, music and art, provide the student with an innovative approach to education. During the academic school year, various cultural and educational activities are planned to provide students with an off-campus atmosphere for learning. A tutorial component is provided to students who may have difficulty in mastering their high school courses. A fully trained cadre of tutors, who are Southeastern Community College students, provide tutoring on a daily basis.

Participants in the Upward Bound Program receive a stipend each month that is used to defray transportation expenses. Nutritious meals are provided during the summer and academic year.

RESOURCES FOR STUDENT LEARNING

Resources for Student Learning serves a special population who qualify for its alternative approach to several traditional curricular areas. The student can take one course or several through RSL. RSL realizes that all students do not learn best in a lecture-oriented classroom; it offers a range of freshman level courses taught by instructors who want to help the individual student discover his own personal style of learning. Free tutoring in any course is available to all SCC students through RSL's peer tutoring program. Involvement is the KEYWORD with RSL. Telephone 642-7580, or 642-7141 extension 274.



LEARNING RESOURCES CENTER

The Learning Resources Center is a service function of the college. It provides the instructional materials and educational resources for the instructional programs of the college. The LRC consists of the following areas:

1. **Library.** SCC houses one of the largest collections in the Community College System of North Carolina. It houses over 40,000 books and has an impressive collection of non-print educational materials. The hours are 8:30 a.m. until 10:00 p.m. Monday through Thursday, and 8:30 a.m. until 5:00 p.m. on Friday. The Library's resources are available to community members as well as the students and staff of the college. Telephone: 642-7141, ext. 218, 219.

2. **Audio - Visual — Instructional Design.** The Audio-Visual department supports the college by providing A-V equipment for classroom utilization; the instructional designer recommends and designs instructional media with the support of the AV production staff.

3. **Learning Laboratory (Programmed Instruction Center).** It is the center for the adult high school diploma program as well as the center for self-study programmed instruction courses in many subjects. Telephone 642-7141, ext. 232.

STUDENT LOUNGE

The student lounge is the focal point of much extra-curricular activity at SCC. One can always find a great deal of animated discussion among students there as well as very serious pin-ball competition. Vending machines are always on duty offering lunch and snack foods and the ever-playing juke box keeps the place lively.

TRAFFIC RULES and REGULATIONS

All parking areas have been repainted and spaces widened as necessary for ease of parking. As a reminder, traffic tickets will be given for the following:

a) Parking on grass.
b) Parking by yellow curb and/or fire hydrants.
c) Parking so as to take up more than one parking space or parking on or over the white lines.
d) Parking in spaces marked "No Parking Areas," "Tow Away Zones," "No Entry Except Authorized Vehicles."
e) Parking longer than five minutes in unloading zones, regardless of whether vehicles in occupied or not.
f) Students parking in faculty spaces.

Please obey the rules and keep security from issuing tickets.

USE OF STUDENT LOCKERS

Although lockers may be temporarily assigned for student use, the lockers are the property of the college and they are subject to the following regulations:

(1) The college reserves the right to have a periodic schoolwide inspection of all lockers for the purpose of keeping lockers clean, for insuring that they are being used properly and do not contain any materials that are undesirable or illegal.

(2) The college also reserves the right to inspect any given locker when the administration or a faculty member has reasonable grounds for suspicion that the locker is not being used for its intended purpose.

(3) The inspection of lockers will always be done jointly by at least two members of the college staff or faculty. Further, inspection of any single locker on the grounds of reasonable suspicion will always occur in the presence of the student if possible.

Students are reminded that the intended purpose of the lockers is to provide a place of safekeeping for student clothing, books and other personal items. It is not intended to be a place of safekeeping for food, drink, pornographic material or contraband of any kind.

USE OF COLLEGE FACILITIES (loitering)

Southeastern Community College encourages the use of its facilities by citizens of this area in accordinace with the stated purpose and policies of the institution. The primary priority for usage of College facilities is for enrolled students, staff and certified guests. At times, non-students loiter on the campus, especially in the Student Lounge, and interfere with the priority usage as stated above.

The Board of Trustees of Southeastern Community College authorizes the President of the College and his designated representatives to designate any or all areas of the campus as open only to enrolled students, staff, and certified guests. Explanation of the "certified guests" category may include: prospective students visiting the campus, guests attending authorized meetings, immediate families of enrolled students and staff, and/or other temporary guests.

A detailed definition of this policy may be established by the President and appropriate signs may be posted stating that facilities are open only to those persons named above. The resolution provides authority for the College to handle problems in addition to the those covered specifically by other legislative policies (e.g., traffic, disruption, weapons, etc.). This policy is aimed primarily at providing the President and his representatives with a means of banning any non-students from the campus who may be deemed undesirable or whose presence or actions may be inappropriate at a particular place or event.





Organizations and Activities

COLLEGE CHOIR is open to all students at Southeastern Community College. The Choir has performed in concert locally at the college, and in neighboring states, including Florida, both Hollywood and Walt Disney World, Washington, D.C. and New York. The Choir performs a balanced program of popular and sacred music. Opportunities for solo singing are also available. All students who enjoy singing should be a part of the College Choir.

COSMETOLOGY ASSOCIATION is the professional organization of cosmetology students which provides a link with cosmetology associations on a district, state and national level.

FOREIGN STUDY COURSES — Foreign Study Courses have been conducted to England, Italy France, and Mexico. Such opportunities are viewed as particularly enriching to one's development and overall education. Such courses will be arranged periodically or upon demand. For further information or to express interest, Telephone 642-7141, Extension 210.

PHI THETA KAPPA is the honor society for Junior and Community Colleges. College Transfer and Technical students maintaining a grade point average of 3.5 (a B plus) are eligible for nomination into the club.

HUMANITIES PROGRAM

The Humanities program helps us examine and appreciate the uniqueness and richness of the three cultures represented in Southeastern North Carolina by offering projects which focus on the three cultures, as well as on other cultures. Nigerian craftsmen, Appalachian folk musicians, weavers, graphic artists, poets, stage directors, and other creative individuals from just about every discipline imaginable have been brought to SCC's campus to share their knowledge and talent with us. Workshops are conducted by outside resource people as well as in-house talent on a wide spectrum of subjects. The variety of Humanities projects is fantastic and makes SCC a great place to be during Humanities time! Telephone 642-7141 extension 279 or 220.

PUBLICATIONS

Southeastern Community College has several official publications which are of interest to applicants and students. These publications include the BULLETIN, the STUDENT HANDBOOK, and the RAM-O-GRAM, which is published and distributed on campus twice each week. All students are responsible for the content of these publications as they relate to activities at the college. Other publications include: the Financial Aid Consumer Information Booklet and SCC Newsletter.

SCIENCE CLUB is an affiliate of the Collegiate Academy of the North Carolina Academy of Sciences and is open to students and faculty interested in sharing an interest in science-related activities.

SPORTS PROGRAM offers intramural sports activities as well as intercollegiate sports activities to all interested students.

INTERCOLLEGIATE SPORTS — Baseball (men), Basketball (men & women), Volleyball (women) and Tennis (men and women).

STUDENT GOVERNMENT ASSOCIATION provides an avenue for student participation in the organization and control of student related activities, sponsors clubs which provide for activities like a Fine Arts Concert series, a film series, dances and other activities.

STUDENT NURSES ASSOCIATION is the in-house professional organization for student nurses and provides a link for aspiring nurses at SCC with district, state, and national nursing organizations.





Community and College Services

VISITING ARTIST PROGRAM

Southeastern participates in an Visiting Artist program sponsored by the North Carolina Department of Community Colleges. The Visiting Artist works on campus and in the community stimulating and coordinating art activities. Our Visiting Artist works with groups such as prisoners and school teachers, as well as with college and high school students. The Visiting Artist program promises to make quite an imprint on this institution and community in the years to come. Telephone - 642-7141 extension 221.

COMPREHENSIVE EMPLOYMENT TRAINING ACT (CETA)

The Comprehensive Employment Training Act or CETA (formerly called Manpower Development Training Act) provides comprehensive stipends to enable economically stressed persons to enroll in any one-year occupational program at Southeastern. CETA's goal is to get those eligible for its funds into a job situation as soon as possible. CETA stipends provide for living expenses as well as tuition and supply expenses. Telephone, 642-7141 extension 228.





SOUTHEASTERN IN BRUNSWICK COUNTY

Southeastern offers college transfer course work in various locations in Brunswick County to more conveniently serve the needs of students from this area. The program is now in its fourth year and continues to grow. Courses are offered mainly at night but occasional daytime and weekend offerings are also scheduled. Southeastern Community College's on-campus students may enroll in any course offered in Brunswick County and Brunswick County students may also enroll in any on-campus course. For further information, Telephone, 642-7141, Extension 210 or the Coordinator, SCC - Brunswick Program, South Brunswick High School, Boiling Spring Lakes, N.C. 28461 or telephone 253-5232.

GENERAL EDUCATION DEVELOPMENT

The General Education Development Battery can be taken by any North Carolina resident who is 18 years or older and who has not completed his-her formal high school education. The test is comprised of five sections: reading comprehension, natural science, social science, English usage, and general mathematics. If satisfactory scores are made on the test, the adult will receive the High School Equivalency Certificate issued by the North Carolina Department of Public Instruction. Telephone 642-7141, Extension 231.

HUMAN RESOURCES DEVELOPMENT

This program, like CETA, is geared to the financially stressed individual seeking to increase his employability. It offers a six-week orientation and motivation session in which the individual is encouraged to look at his strengths and weaknesses and to become more familiar with the "world of work." The individual receives counselling from professionals who work closely with him in selecting an area of work to pursue. After completing the six-week orientation and motivation session, the individual may be afforded an opportunity for various types of skilled training: industrial sewing, welding, automotive mechanics, etc. Limited scholarships are provided through Human Resources Development. Regular tuition is $5.00 per course. Telephone 642-7141, Extension 228.

PERFORMING ARTS SERIES

The Performing Arts program is dedicated to bringing the finest in performing artists to SCC, the students, and the citizens of Southeastern North Carolina. These performances serve to enlighten us as well as to expand our awareness of the arts.

DEPT. OF CORRECTIONS

Another project SCC is sponsoring is a training program at the Brunswick Correctional Unit, a minimum security prison for felons in Columbus County. Curriculum and non-curriculum courses are offered in small engine repair, masonry, residential wiring, plumbing-pipework, and high school completion.

COLUMBUS WORKSHOP

The Columbus workshop situated in the Carver Moore School in Northwest Columbus County is comprised of handicapped people who perform a variety of jobs for industry and individuals. The workshop is sponsored by the Columbus County Mental Health Association. SCC assists the Columbus workshop by providing instructors who teach Adult Basic Education and skills to Columbus Workshop clients. Telephone 642-7141, extension 217.

RETIRED SENIOR VOLUNTEER PROGRAM

This program is open to persons 60 years of age or older in Columbus County who would like to become more involved in volunteer service to their community. RSVP volunteers offer their time on a regular basis in the hospital, schools, libraries, rest homes, and various other settings. For additional information telephone 642-6274.

SPEAKERS' BUREAU

As a community service Southeastern shares its talented faculty and staff with community organizations at no cost. The group of speakers is versed in a variety of topics ranging from "Life as a Foreign Exchange Student in a Small Mexican Town" to "Why a New Math." Telephone 642-7141 extension 217.

Programs Available at SCC

Agricultural Science
Air Conditioning and Refrigeration
Automotive Body Repair
Automotive Mechanics
Basic Business Administration
Carpentry and Cabinet Making
Child Development (Child Care Worker)
Child Development (Early Childhood Specialist)
Child Development (Teacher Associate) (Reading Teaching Emphasis)
Cosmetology
Criminal Justice (Law Enforcement) (Corrections)
Electrical Engineering Technology
Electrical Installation and Maintenance
Electronic Servicing
Forest Management Technology
General Office Technology
High School Diploma Program (ABE/GED)
Industrial Maintenance - Electromechanical
Nurse's Assistant
Nursing
Outdoor Recreation Resources
Plumbing and Pipefitting
Pottery Production
Practical Nursing
Secretarial Technology
Transportation Maintenance Technology
Veteran Farm Agriculture Program
Vocational Instructors Program
Welding

College Transfer Courses leading to:
Associate in Arts Degree
Associate in Fine Arts Degree
Associate in Science Degree

High School diploma required for above listed College Transfer Programs

The educational programs described in this BULLETIN are proposals only and not a contract. The offering of these programs and courses are subject to the discretion of the college administration.

Adult Education

CONTINUING EDUCATION

Adult education (continuing education) programs offer high interest vocational and academic programs for adults who desire to improve themselves through acquiring a new skill or through acquiring some new information. This program is flexible and depends on your telling us what you want to learn and the availability of trained persons to teach.

The Adult Education Division offers a wide variety of non-credit courses each quarter. New or additional courses may be started when 12 or more persons interested in a particular subject contact SCC and make their wishes known. Persons interested in more information about courses should call 642-7141, extension 217 or write Adult Education Division, S.C.C., P.O. Box 151, Whiteville, N.C. 28472

Below is a partial list of courses which are available in Columbus County through the Adult Education Division of Southeastern Community College.

VOCATIONAL
Aviation ground school
Auto mechanics
Blueprint reading
Brickmasonry
Cabinetmaking
Carpentry
Chair bottoming
Custodial training
Farm tractor maintenance
Hair styling
Horseshoeing
Plumbing
Real estate
Residential wiring
Small engine repair
Taxidermy
Wig care

HOME ECONOMICS
Cake decorating
Clothing construction
Crocheting
Drapery construction
Flower arranging
Hat making
Interior design
Knitting
Needlework
Quilting
Tailoring
Tatting
Upholstery

ACADEMIC
Adult basic education
Adult high school completion
Bible
Local history

CIVIL PREPAREDNESS
Bomb threat
Medical self help
Radiological monitoring

FIREMANSHIP
All courses needed for training and upgrading firemen

LAW ENFORCEMENT
All courses needed for training and upgrading law enforcement officers

OTHER COURSES
Boating safety
Crisis line training
Driver education
Environmental science
Food service
Gun safety
Human resources development
Organization and personnel management
Reality therapy
Supervisory development training
Wastewater treatment
Environmental science
Women's Studies

BUSINESS
ABC stenoscript
Communications
Gregg shorthand
Income tax
Legal secretarial review
Office procedure
Small business management
Stocks and bonds
Typing

ART
Ceramics
Choral music
Crafts
Crocheted jewelry
Decoupage
Macrame
Oil painting
Photography
Pine needle craft
Pottery
Water color painting

MEDICAL AND NURSING
First aid
LPN upgrading
Nursing assistant
RN refresher
Emergency Medical Technician

ADULT BASIC EDUCATION

The Adult Basic Education Program offers free academic, consumer, and socio-cultural instruction to those people who for any reason, were unable to achieve at least an eighth grade functional level. The grade levels will be determined by placement tests administered by the coordinator and the level of schooling at which the individual stopped. There is no fee charged for an individual enrolling in the ABE program. The subject areas offered include survival functional skills in reading, writing, math, English grammar, vocabulary, science, and social studies. This program is offered in the Learning Center on the College Campus or any of the extension centers located throughout Columbus County.

HIGH SCHOOL COMPLETION PROGRAMS

I. Adult High School Diploma Program

Through the cooperative efforts of Southeastern Community College and the Board of Education of Columbus County and Whiteville City Schools, a high school completion program has been initiated for persons over 18 years of age who have dropped out of school. To enter the program, the applicant:

a. Have a minimum reading level of the 8th grade.
b. Be 18 years of age. (If he is 16-18 years of age, he must have approval of his local school principal, superintendents, and parents or guardians. Permission forms can be obtained in the Learning Center.)
c. Have a certified transcript from an accredited secondary school, an ABE Diploma, or satisfactory scores on placement tests.

The equivalent of the following courses is required for graduation:

English	4 units
Math	2 units
Social Studies	2 units (1-U.S. History)
Science	2 units (1-Biology)

Credit is given for work previously completed by the student. Also students must successfully pass the N.C. Competency Test to qualify for graduation. Any additional unit(s) or all of the above may be earned through required study in the Learning Center on campus or any of the extension centers located throughout Columbus County.

A $5.00 registration fee is required. No financial aid from Southeastern Community College can be awarded for persons attending this program.

II. High School Equivalency Program (GED)

Applications can be made in the Learning Center for the GED tests for any person who is not a high school graduate. The GED consist of 5 subtests: Writing Skills (English grammar): Social Sciences; Sciences; Reading Skills; and General Math Ability. A person can qualify to take the GED if:

a. he is 18 years of age or older; however, an applicant 16-18 years of age may apply for the tests provided he has been out of a regular school program for at least 6 months, and has obtained special permission through his principal, superintendent, and parental signature notorized.
b. he is a resident of the state
c. he has a definite vocational or educational purpose.

A total standard score of 225 points with no single test score below a standard score of 35, qualifies the applicant to receive a high school equivalency certificate. This certificate is issued by the N.C. Board of Education and is mailed directly to the recipient. No fee is charged to take the test; however, should the applicant desire to study prior to testing, he may enroll in the Learning Center; whereas he must pay a $5.00 registration fee. Should applicant fail all or any part of the GED tests, a six months waiting period of extensive study is required prior to re-testing. Applicant should contact personnel in the Learning Center to obtain times and dates of testing.

General Interest

Materials are also available in the Learning Center for those adults, high school graduates, who wish to improve their skills or do further study in some particular area. A $5.00 fee is required for enrollment. In addition to the subjects generally studied in high school and college parallel work, there are courses in learning skills, modern consumer education, job training, bookkeeping, algebra, Negro history, and many others.

Cooperative Education

The Cooperative Education Program is designed to give the student the opportunity to integrate their classroom study with practical experience in their major field. This is done by working part-time and attending school part-time on an alternating quarter basis.

Student Eligibility Requirements:

A. All curriculum students enrolled for at least six credit quarter hours and maintaining a grade point average of 2.00 and / or have permission from the Departmental Coordinator and Cooperative Education Director, are eligible to enroll in Cooperative Education.

B. Students should plan to graduate from Southeastern Community College.
C. Students should intend to remain in the Cooperative Education Program until graduation from Southeastern or until the maximum credit hours allowed are earned.

Students who are interested in the Cooperative Education Program should make application according to the following procedures:

A. Obtain an "Application for Cooperative Education Program" form from their Departmental Coordinator, and make an appointment for reviewing the completed application with the Departmental Coordinator.
B. The Departmental Coordinator will conduct an in-depth interview with the student with regard to his career and possible cooperative assignments.
C. If the student is accepted, the Departmental Coordinator with the assistance of the Cooperative Education Director will be responsible for locating an appropriate training position.

Academic credit for Cooperative Education may be earned as follows:

A. The formula for awarding credit will be one (1) quarter credit hour for satisfactory completion of each quarter's cooperative training assignment of ten (10) contact hours per week. A maximum for four (4) credit hours may be earned in Cooperative Education per quarter. The Departmental Coordinator will grade the assignment based on reports submitted by the student and the evaluation made by the employer.
B. Students enrolled in Cooperative Education may receive academic credit for Co-op. Such credit, up to a maximum of nine (9) credit quarter hours, shall be non-additive; that is, the student may use it to satisfy degree requirements.

Programs which offer Cooperative Education Experience are:

Electrical Engineering Technology
Child Care Worker
Early Childhood Specialist
Teacher Associate (Reading, Emphasis)
Outdoor Recreation Resources
Forest Management Technology
Agricultural Science
Transportation Maintenance Technology
Criminal Justice
Cosmetology
Basic Business Administration
General Office Technology
Secretarial Technology

For further information contact the Co-op office or Department Coordinator.

Occupational Education
Certificate Programs

AIR CONDITIONING AND REFRIGERATION (PENDING STATE DEPARTMENT APPROVAL) CERTIFICATE

Purpose of Curriculum
The improvement of air conditioning and refrigeration systems requires trained persons to install, operate, maintain, and service and complex equipment involved in these systems.

Entrance Requirements
This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Program Description
The program is designed to train the student in the skills required by the air conditioning and refrigeration areas. These include installation, inspection, maintenance and repair of commercial equipment, connection of motors, compressors, temperature controls, humidity controls and circulating fans to control panels, testing of systems, observation pressure and vacuum gauges, and adjustments of control to insure proper operation.

REQUIRED CURRICULUM

EVENING PROGRAM

		1st Quarter	Credits
AHR	1121	Principles of Refrigeration	6(4-6)
ELC	1102A	Applied Electricity	3(2-3)
BPR	1101	Blueprint Reading	1(1-0)
			10(7-9)
		2nd Quarter	**Credits**
AHR	1122	Domestic & Commercial Refrigeration	6(4-6)
ELC	1102B	Applied Electricity	3(2-3)
			9(6-9)
		3rd Quarter	**Credits**
AHR	1128	Automatic Control	5(3-6)
BPR	1110	Blueprint Reading & Sketching	1(0-3)
AHR	1123A	Principles of Air Conditioning	2(1-3)
			8(4-12)
		4th Quarter	**Credits**
AHR	1123B	Principles of Air Conditioning	8(4-12)
			8(4-12)

Total Credit Hours Required: 35

This program is available during the day school with the addition of:

BPR	1116	Blueprint Reading - Air Conditioning	2(1-3)

Total Credit Hours Required: 37

ELECTRICAL INSTALLATION AND MAINTENANCE (PENDING STATE DEPARTMENT APPROVAL) CERTIFICATE

PURPOSE OF CURRICULUM
The explosion of technical knowledge within the last ten years has created a demand for competently trained technicians capable of applying electrical principles in today's complex industrial settings. It has also placed a demand upon educational institutions to adequately train technicians for jobs in the areas of research, design, development, production, maintenance, construction and sales.

ENTRANCE REQUIREMENTS:
This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

PROGRAM DESCRIPTION
The graduate of the electrical program will be qualified to enter the electrical field where he will assist in the planning, layout, installation, check-out, and maintenance of electrical equipment in residential, commercial, and industrial plants.

REQUIRED CURRICULUM

EVENING PROGRAM

		1st Quarter	Credits
ELC	112A	Direct & Alternating Current	4(2-6)
ELC	114A	Residential Wiring (NEC)	4(2-6)
			8(4-12)
		2nd Quarter	
ELC	112B	Direct & Alternating Current	3(1-6)
ELC	114B	Residential Wiring	4(3-3)
BPR	1104	Blueprint Reading - Mechanical	2(1-2)
			9(5-11)
		3rd Quarter	
ELC	112C	Direct & Alternating Current	3(2-3)
BPR	110	Blueprint Reading & Sketching I	2(1-2)
ELC	115A	Commercial & Industrial Wiring	4(2-6)
			9(5-11)
		4th Quarter	
ELC	115B	Commercial & Industrial Wiring	5(3-9)
BPR	113	Blueprint Reading & Sketching II	2(1-2)
			7(4-11)

Total Credit Hours Required: 33

This program is available during the day school with the addition of:

ELN	101	Instruments & Measurements I	2(1-2)
ELN	102	Instruments & Measurements II	2(1-2)

Total Credit Hours Required: 37



"An Equal Employment Opportunity/Affirmative Action Employer"

1979-80 COURSE DESCRIPTIONS

Credit Course Descriptions

Three digit course numbers designate courses which lead to an
1) Associate in Arts Degree, ie., ENG 101
2) Associate in Fine Arts Degree, ie., ART 110
3) Associate in Science Degree, ie., MAT 251
4) Associate in Applied Science Degree, ie., MAT 115.

Four digit course numbers designate course which lead to a:
1) Diploma
2) Certificate

The numbers to the far right following course titles have the following meaning:

The first number indicates CREDITS awarded for the course.
The second number in parenthesis indicates the number of CLASS HOURS (ie. hours spent in lecture or discussion) per week.
The third number in parenthesis indicates the number of laboratory hours, shop hours or studio hours per week.
For practice, interpret the following notation:
4(3-2)

4 credits will be awarded for the course. 3 hours will be spent in class each week, and 2 hours will be spent in lab or shop per week.

SPECIAL TOPICS 1 to 3 credits
Upon approval of program dean, a department may schedule courses on special topics in any quarter. The course may carry from 1 to 3 credits with course numbers ranging from 194 to 199. The course will carry the prefix of the department by which it is offered (example: SOC 194.)

AGR 100 Farm Pond Development 1(1-0)
In this course, each student will have the project of planning the development of a farm pond for recreation and commercial fishing; factors such as capital outlay, feasibility of land, and future production will be considered in the students' projects.

AGR 101 Farm Tractors Repair I 3(2-3)
A study of farm tractors, including gas and diesel engines. Units to be studied include engines, ignition, electrical, braking, cooling and transmission systems.

AGR 102 Farm Business Management 2(2-0)
Business management techniques and skills which apply to farm operations are covered in this course. Areas covered include: development of the concepts of costs and budgets as an aid in choosing what to produce, analysis of production factors to determine the least cost production procedure, analysis of data to determine level of production yielding highest net revenue, and examination of the inter-relationship of farm size, efficiencey, gross farm income and net farm income.

AGR 104 Beef and Swine Production 2(2-0)
A study of the principles of selecting, breeding, feeding, care and management of beef cattle and swine.

AGR 105 Farm Tractors II 3(2-3)
A continuation of AGR 101.

AGR 107 Farm Accounting and Records 2(2-0)
An introductory course to accounting methods applicable to farm management.

AGR 109 Soil Science and Forage Crops 2(2-0)
A study of the development, classification, evaluation and management of soils and the care, cultivation and conservation of soil fertilizers. Also studied are the major grasses and legumes of economic importance in North Carolina.

AGR 110 Animal Science 2(2-0)
The fundamental principles of dairying and meat and animal production. The importance of dairy and meat products in the diet and in the economy.

AGR 111 Feeds and Feeding 2(2-0)
An introduction to applied animal nutrition, including the structure and function of the digestive tract, the nutrient value and classification of feedstuffs and the nutrient requirements and the formulation of livestock rations.

AGR 112 Farm Safety and First Aid 1(1-0)
An introduction of first aid to farmers to aid them in farm injuries. The study of OSHA requirements on the farm dealing with safety and machinery.

AGR 113 Wildlife Management 2(2-0)
The principles of management, protection, and conservation of those warm blooded vertebrates of aesthetic, sports or food values in urban, rural, and wilderness areas.

AGR 114 Farm Electricity 3(2-3)
A study of basic principles of wiring farm buildings in the application of electricity to agriculture production.

AGR 115 Farm Service Agencies 1(1-0)
The study of the operations of ASCS, FHA, Cooperative Extension Service, Farm Bureau, Grange and Soil Conservation Service. To study the needs and aids to the farmer.

AGR 117 Grain Crops and Animal Feeding 2(2-0)
A study of scientific methods in the production of grain crops; composition, feed additives and nutritional requirements of livestock, as well as practical and economical feed formulation, are covered.

AGR 121 Weed Identification and Control 2(2-0)
A study dealing with the identification of annual and perennial weeds and grasses of North Carolina and the economic advantages of controlling them.

AGR 122 Farm Machinery Repair and Maintenance I 3(2-3)
Through demonstration and actual practical experience with all kinds of farm machinery, the proper care and the economic value of proper care and servicing of farm machinery are stressed.

AGR 123 Horticulture 3(2-3)
This course will be a mix between dealing with the fundamentals of forestry and farm forestry problems including planning, thinning, harvesting, and marketing and a study of the principles of care and selection of plants, shrubs, trees, and grasses for the home landscape. Field trips and demonstrations will be utilized to develop skills and practices needed in this discipline.

AGR 124 Plant Propagation & Identification 2(2-0)
Plant reproduction is studied from a scientific point of view; special attention is given to shrub propagation for the home landscape plan.

AGR 125 Cabinet Making and Repair 3(2-3)
Blueprinting of cabinets to be utilized in the home and on the farm is emphasized, as well as various glues, varnishes and stains. Each student has the experience in shop of completing a cabinet project based on a home and or farm cabinet need.

AGR 128 Farm and Home Construction I 3(2-3)
This course deals with the fundamentals of farm carpentry. An opportunity is given the student to apply skills learned to a home construction project.

AGR 130 Pesticides 2(2-0)
A study of the methods of controlling the beneficial and harmful insects affecting farm production in North Carolina.

AGR 131 Soybean Production 2(2-0)
Crop characteristics, varieties, environmental factors, rotations, control of pests and other production practices are covered.

AGR 132 Livestock Diseases and Parasites 2(2-0)
A study of the cause, damage, symptoms, prevention and treatment of parasites; management factors relating to disease and parasite prevention and control are examined.

AGR 133 Farm Plumbing 3(2-3)
A study of farm water needs and waste disposal; attention is given to planning and installing the system and its proper care and maintenance.

AGR 134 Tobacco Production 2(2-0)
A study of production practices relevant to flue - cured tobacco in North Carolina; plant bed practices, field production machinery, cultural practices, fertilization, harvesting, and marketing are covered.

AGR 135 Agricultural Law 2(2-0)
Designed to acquaint the student with basic principles of law. Contracts, agency and negotiable instruments, partnerships, corporations, sales, surety - ship, bailments, and real property are covered.

AGR 136 Agricultural Math 1(1-0)
A study of the fundamental operations and their application to business problems; payrolls, marking prices, interest, discount commissions, and taxes are covered.

AGR 137 Home Appliance Repair 3(2-3)
Repairing commonly used electrical appliances and machinery in the home or on the farm is stressed in this course.

AGR 138 Farm Records and Taxes 2(2-0)
A study of the records necessary in order to complete a tax form; prodecures and skills involved in income tax computations are also covered.

AGR 139 Fertilizers and Lime 2(2-0)
A review of the sources, function and utilization of major and minor plant food factors; commercial fertilizer ingredients, and soil acidity are covered.

AGR 140 Vegetable Production 1(1-0)
An examination of the commercial feasibility of vegetable production with a particular emphasis on vegetable crops that may be produced commercially in North Carolina.

AGR 141 Surveying I 3(2-3)
A study of the theory and practice of elementary claim surveying.

AGR 142 Agriculture Finance 2(2-0)
An analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit.

AGR 143 New Sources of Farm Income 2(2-0)
The farm enterprise system is analyzed and areas of production not present in the student's farm operation are explored.

AGR 144 Opportunities in Agriculture Business 1(1-0)
This course presenting the opportunities for part - or full - time employment in farm related occupations. Agriculture businesses such as feed and fertilizers, as well as farm custom machinery work, are considered.

AGR 145 Farm Marketing 3(2-3)
A study of farm market futures of grain, hedging and grading of farm crops. Field trips during the study of tobacco sales, vegetable sales, and grass sales will be required.

AGR 146 Soybean & Corn Production 3(3-0)
The production and improvement of corn and soybean products. The latest information on varieties, seed, fertilizer, disease, insect and weed control will be stressed. Equipment and harvesting techniques shall be incorporated for higher yields.

AGR 147 Fertilizer and Lime 3(2-2)
A study of the factors influencing soil productivity with emphasis upon fertilizer materials applied to Southeastern North Carolina soils. This study will include liquid and suspension fertilizer and bulk blend materials. Lime sources and the influence of soil acidity upon soil fertility and plant growth will be discussed. Soil testing and plant nutrient requirements of both secondary and major elements and how to correct them.

AGR 152 Farm Machinery Repair and Maintenance II 3(2-3)
This course is a continuation of AGR 122.

AGR 153 Farm Water and Plumbing Systems II 3(0-5)
A continuation of AGR 133.

AGR 155 Tobacco Production 3(3-0)
A study of production practices relevant to flue-cured tobacco in North Carolina. Plant bed practices, field production machinery, cultural practices, fertilization, harvesting and marketing are covered.

AGR 156 Welding 3(2-3)
Arc and gas welding are studied in this course; safety and care of welding equipment is emphasized and applied. Welded joints and flame cutting are discussed and practiced in various positions that are applicable to mechanical repair work in steel fabrication.

AGR 157 Agriculture Calculations 3(3-0)
This course is designed to improve the student's ability in practical or applied calculations related to farm equipment, land surveying, area volumes, decimals, ratios, graphs, and averages.

AGR 158 Farm and Home Construction II 3(2-3)
A continuation of AGR 128.

AGR 160 Farm Service Agencies 3(3-0)
A comprehensive study of local, state and federal services agencies that serve the farmer. Agriculture Stabilization Cooperation Services. Production Credit Association, Federal Land Bank, Farmers Home Administration and Federal Crop Insurance are some of the service agencies that will be studied in this course.

AGR 162 Farm Marketing 1(1-0)
This course is a study of farm marketing procedures. Local marketing procedures and probabilities are emphasized.

AGR 163 Seed Production 2(2-0)
A study of the production of quality seed in the southeastern United States. The seed chain for breeders of seed in North Carolina is outlined.

AGR 164 Community Leadership 1(1-0)
Robert's Rules of Parliamentary Procedure are emphasized and practiced in class; leadership roles and functions are covered in small group sessions.

AGR 170 Farm Cooperative Work Experience 4(0-40)
This course is designed for work experience on the farm under the supervision of an instructor. The student will maintain complete and accurate records on cost and taxes. The instructor of this course will visit the student a minimum of twice during the quarter. The on site visit will assist the student by providing information on crops and the general operation of a farm.

AGR 171 Farm Insurance 2(2-0)
Insurance information relative to a farmer's needs are covered in the course. Life insurance, compensation, liability, mortgage insurance and accident insurance are emphasized as they regard the farmer and the employee.

AGR 172 Outdoor Recreation 1(1-0)
A study of the opportunities for farmers in the development of outdoor recreation areas are covered; local, state and federal matching funding for outdoor recreation development are emphasized.

AGR 174 Botany 3(2-3)
A study of the internal and external structure of plant life of the forest is emphasized in this course. The functions of the various parts of trees, the inter - relationships of trees and other vegetation as well as the uses of the ecology of the forest are covered.

AGR 175 Farm Records 4(1-6)
The composition and maintenance of farm records relative to the obtaining of farm credit. A single entry system shall be taught and instructors will work with the student individually and as a group in class.

AGR 176 Farm Business Management 4(1-6)
This course is designed to enable the student to learn the basic principles of a successful agriculture business. Problems in farm budgeting, capital acquisition, land acquisition, farm size and business organization will be topics of special interest.

AGR 180 Farm Cooperative Work Experience 4(0-40)
This optional course is designed for continued work experience on the farm under the supervision of an instructor. The student will maintain complete and accurate records on cost and taxes. The instructor of this course will visit the working student a minimum of twice during the quarter. The on site visit will assist the student by providing information concerning the general operation of a farm.

AGR 199 Farm Forest Management 3(3-0)
This course introduces the student to the field of forestry; the benefits that manking derives from the forest and the relationship of mankind and forest are stressed.

AGR 200 Small Engine Mechanics 4(2-4)
Subject includes air clearness, fuel systems, ignition systems, lubrication, crankshaft, valves, and rings, trouble-shooting, and tune-up.

AGR 201 Agriculture Economics 3(3-0)
An introduction to economics, the functions of the economic system and agriculture's role in the economy. A review of the functions of the manager and an introduction to the principles he uses in making decisions to adjust to changing conditions. Analysis of the main source of change which affect agriculture firms.

AGR 203 Farm Taxes 3-(3-0)
A study of the records necessary in order to complete a tax form; procedures and skills involved in income tax computations are also covered.

AGR 204 Farm Insurance 3(3-0)
Life insurance, workers' compensation, liability, mortgage and accident insurance are emphasized as they concern the farmer and his employees.

AGR 205 Pesticides 3(3-0)
A study of the methods of controlling the beneficial and harmful insects affecting Southeastern North Carolina crops. A certification will be granted to those successfully completing the state exam.

AGR 206 Farm Safety 1(1-0)
A study of potential farm hazards and methods of preventing or reducing farm accidents. Also covered will be state regulations concerning highway use of farm machinery and a review of first aid techniques.

AGR 207 Agriculture Law 3(3-0)
Designed to acquaint the student with basic law. Contracts, agency and negotiable instruments, partnerships, corporations, sales, suretyship, bailments, and real property are covered.

AGR 208 Feeds & Feeding 3(3-0)
A study of the composition of feeds, feed additives and the nutritional requirements of livestock. The course includes a study of the principles used in formulation of practical and economical rations of livestock.

AGR 209 Beef & Swine Production 3(3-0)
Development of the beef and swine production and marketing industries; principles and practices of selection, breeding, feeding, housing, marketing and management of beef and swine.

AGR 225 Structural Design of Farm Buildings 3(3-0)
The layout practices, design methods, use of material and the environmental relationships that are related to current changes for agricultural production techniques. Students will investigate farm structure problems.

AGR 226 Livestock Disease Control 3(3-0)
A study of the latest advances in disease control methods with emphasis on preventive measures, including antibiotics and feed supplements.

AGR 227 Breeding of Farm Animals 2(2-0)
Cattle and swine reporduction are emphasized in practical application on the farm. Genetics will be incorporated in the course content as well as study of artificial insemination methods.

AGR 228 Economic Organization of Agriculture 2(2-0)
A study of the organization and operation of our economic system as related to farming. Economic forces determining the production, level of prices and consumption of farm products. The role of the government and households in farm economics.

AGR 229 Vegetable and Harvesting and Grading 2(2-0)
A course designed to provide practical experience and understanding of manual and mechanical harvesting and grading aids. Government grading practices, quality standards, packaging, and special handling methods involved in vegetable production will be studied.

AGR 230 Food Processing and Storage 3(3-0)
A study of food processing practices as applied to farm produce. Packaging, sterilization, and preservation of food for storage and shipping will be studied. Additional topics to be covered include federal regulations, food chemistry, and bacterial control.

AGR 231 Swine Management and Production 3(3-0)
A scientific study of selecting, breeding, feeding, and management of swine. Special emphasis will be placed on planning, breeding, and marketing as applied to swine production.

AGR 232 Farm Safety 2(2-0)
A study of potential farm hazards and methods of preventing or reducing farm accidents. Also covered will be state regulations concerning highway use of farm machinery and a review of first aid techniques.

AGR 233 Farm Labor Management 2(2-0)
A study of farm labor relations with management will special emphasis on workign condition, liability, taxes, and social security requirements.

AGR 234 Farm Estate and Business Planning 3(3-0)
An examination of how farm property is held and owned and a review of the family insurance program. Additional study will include special considerations in farm organization and estate planning.

AGR 235 Chemical Controls of Weeds 2(2-0)
The chemicals and physical properties of agricultural chemicals, their uses and effects on plants and their toxicity to man and animals. Chemical formulations, calibration of equipment, and methods of application in weed control are also covered.

AGR 236 Agricultural Communications 3(3-0)
A course concerned with the applicability of communications theory to agricultural organizations. Emphasis will be placed on interpersonal communications skills designed to assist the farmer in working with small groups and various farm agencies.

AHR 101 Automotive Heating Air Conditioning 4(2-4)
This course emphasizes the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing are stressed.

AHR 111 Advanced Automotive Heating & Air Conditioning 4(2-4)
A continuation of AHR 101.

AHR 1121 Principles of Refrigeration 6(4-6)
An introduction to the principles of refrigeration; various refrigerants are examined, as well as the use and construction of valves, fittings, and basic controls. Practical experience involves: tube bending, flaring, and soldering. Safety procedures and measures are always emphasized.

AHR 1122 Domestic and Commercial Refrigeration 6(4-6)
A study of domestic and commercial refrigeration systems emphasizing the servicing and maintenance of these systems. Utilization of manufacturers' catalogs in sizing and matching system components are covered. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisite: AHR 1121.

AHR 1123 Principles of Air Conditioning 10(5-15)
Selection of various heating, cooling and ventilating systems is emphasized in the course, as well as investigation and control of variables affecting air cleaning, movement, temperature and humidity. Commercial air conditioning equipment is assembled and tested, and training in practical sizing and balancing of duct work is provided. Prerequisite: AHR 1122.

AHR 1124 Air Conditioning and Refrigeration Servicing 5(3-6)
Emphasis is on the installation, maintenance, and servicing of equipment used in cleaning, charging, humidification and temperature control of air in an air conditioned space. Prerequisite: AHR 1123.

AHR 1126 All-Year Comfort Systems 5(3-6)
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for year-round comfort will be studied; experience with this equipment will be provided in the laboratory. Prerequisites: AHR 1123; AHR 1128.

AHR 1128 Automatic Controls 5(3-6)
Included in this course are: electric and pneumatic controls, zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls. Prerequisites: ELC 1102; AHR 1122.

ANT 120 Introduction to Anthropology 5(5-0)
An introduction to the discipline of anthropology and its various areas of concentration. The major emphasis of the course is man's social nature. A survey of physical anthropology, archaeology, and linguistics in the first three weeks provide a framework from which the idea of man as a cultural animal is developed.

ANT 125 American Indian History and Culture 5(5-0)
A survey of native American history from paleo-Indian traditions of the past to those of the present day; special emphasis is given to modern problems of acculturation and social change.

ANT 132 Man and the Supernatural 3(3-0)
Through first-hand study of religious practices, the course is designed to prepare the student to identify and analyze the processes by which given communities express their perceived relationships to the supernatural. The primary religious norms of shamism and those of institutional religions will be focused on.

ART 105 Art Appreciation 5(5-0)
The purpose of this course is to establish an understanding of art and to develop an appreciation of the relationship between art and man in given environments in different cultures.

ART 110 Fundamentals of Design 5(5-2)
An introductory course emphasizing the elements and principles of design. Students have direct experience in a variety of media including charcoal, ink, paint, and print-making.

ART 111 Creative Design 3(3-2)
A studio course designed to develop the student's skill and self-expression through the use of various materials in two and three dimensional design.

ART 112 Figure Drawing 3(3-2)
A studio course concerned with developing the student's perception of the human figure, through interpreting a human model in various media, and through consideration of anatomy and composition.

ART 113 Advanced Drawing 3(3-2)
This course provides opportunities for independent work on problems in drawing. Permission of instructor is necessary.

ART 121 3-D Drawing—Beginning Sculpture 4(4-2)
This course entails visualizing form through drawing; the student will have experience working in modeling clay and other 3-D materials.

ART 122 Sculpture I 3(3-2)
Work in wood, metal wire, soft stone, and plaster is stressed; the language of form is emphasized. Prerequisite: ART 121.

ART 123 Sculpture II 3(3-2)
Specialization in the student's preferred medium. The student will set his own individual goals. Prerequisite: ART 122.

ART 124 Sculpture III—Advanced 3(3-2)
This course provides opportunities for independent work on problems in sculpture. Permission of instructor is necessary.

ART 131 Beginning Pottery 3(3-2)
Handbuilding and throwing on the wheel is stressed, as well as technical information relating to the fundamentals of pottery.

ART 132 Advanced Pottery I 3(3-2)
Techniques of making functional pottery as well as those of making sculptural pottery requiring knowledge of form and style are elaborated upon. Prerequisite: ART 131.

ART 133 Advanced Pottery II 3(3-2)
The student's level of proficiency in pottery is assumed, and further developed through study of historical pottery methods and through study of modern pottery. The students are required to create their own colors through mixing glazes.

ART 134 Advanced Pottery III 3(3-2)
This course provides opportunities for independent work on problems in pottery. Permission of instructor is necessary.

ART 141 Printmaking I 3(3-2)
Introduction to various printing techniques including etching, wood cuts, and linoleum cuts. Students will begin with linoleum cuts, working up to the wood cut and a brief introduction to etching.

ART 142 Printmaking II 3(3-2)
Advanced course in printing techniques with emphasis on etching. The student learns to use a number of different plates and colors to create one work. Prerequisite: ART 141

ART 143 Printmaking III—Advanced 3(3-2)
This course provides opportunities for independent work on problems in sculpture. Permission of instructor is necessary.

ART 180 Art for Elementary Teachers 5(5-0)
A study of methods and philosophies of art education in the elementary school, with emphasis on the special logic of children's drawing. Studio work introduces projects in various art media for two and three dimensional creative work.

ART 201 Survey of Art History I—Ancient Art 5(5-0)
A survey of the general periods of art from prehistoric time through the Roman Empire.

ART 202 Survey of Art History II—Gothic and Renaissance Art 5(5-0)
A survey of painting, architecture, and sculpture from the Early Christian period to the French Revolution.

ART 203 Survey of Art History III—Modern Art 5(5-0)
An illustrated study of the significant trends in painting, architecture, and sculpture since 1800.

ART 204 Art History IV. Travel Study 2(2-3)
A travel study course dealing with the visual arts of selected civilizations by studying the history and background and visiting locations where the art form is on display.

ART 210 Painting Processes 3(3-2)
Exploration of different painting media with an emphasis on development of techniques for self-expression. May be repeated for credit. Prerequisite: ART 110 or permission of instructor.

ART 211 Portrait Painting 3(3-2)
A studio course designed to develop the student's color sensibility using different painting media. The student will work from the living model. Prerequisite: ART 210 or permission of the instructor.

ART 212 Advanced Painting 3(3-2)
This course provides opportunities for independent work on problems in painting. Permission of instructor is necessary.

AST 101 Introduction to Astronomy 3(3-0)
An introductory course in astronomy, including study of the solar system, the planets, and the constellations. Some work with the telescope will be emphasized.

AUT 1111 Auto Body Repair 9(4-15)
Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1112 Auto Body Repair 9(4-15)
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting. Prerequisites: AUT 1111, WLD 1101, PHY 1101.

AUT 1113 Metal Finishing and Painting 7(3-12)
Development of the skill to shrink stretched metal, soldering andleading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools. Prerequisites: AUT 1112, WLD 1105.

AUT 1114 Body Shop Applications 10(3-21)
General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster. Prerequisites: AUT 1115, PHY 1102, PME 113.

AUT 1115 Trim & Glass Installation 5(2-9)
Methods of removing and installing interior trim; cutting, sewing and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting,and installation. The student gains a thorough knowledge of the engine cooling system. Tests are made to insure normal engine cooling opoeration. Prerequisites: AUT 1112, WLD 1105.

BIO 101 General Biology 4(3-2)
An introduction to the biological principles; a study of the chemical and physical properties of the living cell; selected laboratory experiments to reinforce lectures.

BIO 102 General Biology 4(3-2)
A study of the structure and function of the major systems of the human body. Laboratory experiments complement the lecture topics. Prerequisite: BIO 101.

BIO 103 General Biology 4(3-2)
A study of plant and animal heredity with emphasis on human inheritance. Plant anatomy and morphology in addition to ecology and evolution are also covered. Prerequisite: BIO 102

BIO 171 Human Sexuality 3(3-0)
This course offers an in-depth study of the biological aspects of human reproduction.

BIO 201 Botany I 4(3-2)
A survey of the plant kingdom with emphasis on structure, physiology, reproduction, ecology, and classification of representative types.

BIO 202 Botany II 4(3-2)
A continuation of BIO 201.

BIO 203 Botany II 4(3-2)
A continuation of BIO 202.

BIO 204 Anatomy & Physiology I 5(4-2)
A microscopic and macroscopic study of the human body as a functioning system, including basic chemical and physical principles that pertain to cell structures and function, general body plan, skeletal and muscular systems. Prerequisite or Co-requisite: CHM 151.

BIO 205 Anatomy & Physiology II 5(4-2)
The continuation of BIO 204 including a study of human nervous, respiratory, cardiovascular, digestive, and urinary systems. Prerequisite: BIO 204

BIO 206 Anatomy & Physiology III 5(4-2)
A continuation of BIO 205 including a study of human endoctrine and reproductive systems. Fluid and electrolyte balance, acid-base balance and stress are also covered.

BIO 207 Microbiology 3(2-2)
A study of microbes with emphasis on the morphology, physiology and means of destruction of inhibition or human pathogens. Prerequisite: BIO 206.

BIO 211 Zoology I 4(3-2)
An introduction to the principles of Animal Biology with emphasis on the major phyla of animals; life histories, morphology, physiology and economic significance is stressed.

BIO 212 Zoology II 4(3-2)
A continuation of BIO 211.

BIO 213 Zoology III 4(3-2)
A continuation of BIO 212.

BIO 240 Genetics I 3(2-2)
An introduction to the principles of inheritance. Molecular aspects of gene action will be covered along with the Mendelian laws of transmission, the role of genes in human development and the genetics of populations.

BIO 241 Genetics II 3(2-2)
A continuation of BIO 240

BPR 113 Blueprint Reading & Sketching II 2(1-2)
Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes.

BPR 1000 Blueprint Reading & Sketching 2(1-2)
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.

BPR 1101 Blueprint Ready 1(1-0)
This course covers interpretation and reading of blueprints, instruction and service manuals, and writing diagrams.

BPR 1104 Blueprint Reading Mechanical 2(1-2)
Interpretation and reading of blueprints as well as information concerning the basic characteristics of the blueprint: (i.e., lines, views, dimensioning procedures and notes).

BPR 1104 Blueprint Reading Mechanical 1(0-3)
A continuation of BPR 1104 with a concentration on blueprints as they are used in industry; prints supplied by industry are examined; drafting room procedures, making plans for operations, and sketching to communicate ideas are covered. Prerequisite: BPR 1104.

BPR 1106 Blueprint Reading: Mechanical 1(0-3)
A continuation of BPR 1105; advanced blueprint reading and sketching particularly as they relate to detail and assembly drawings used in machine shops are treated, as well as the interpretation of drawings of complex parts and mechanisms.

BPR 1110 Blueprint Reading & Sketching 1(0-3)
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.

BPR 1111 Blueprint Reading & Sketching 1(0-3)
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches. Prerequisite: BPR 1110

BPR 1115 Blueprint Reading: Plumbing Trades 1(0-3)
Sketching diagrams and schematics, and interpretation of blueprints applicable to the plumbing trades. Emphasis will be on plumbing plans for domestic and commercial buildings. Piping symbols, schematics, diagrams and commercial buildings. Piping symbols, schematics, diagrams and notes will be studied in detail. Applicable building and plumbing codes will be used for reference.

BPR 1116 Blueprint Reading: Air Conditioning 2(1-3)
This course is designed for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading blueprints common to the air conditioning trades. Prerequisite: BPR 1105.

BPR 1117 Blueprint Reading: Welding 2(1-2)
A study of blueprints in which welding procedures are symbolically expressed. Course will focus on application and interpretation of welding symbols.

BPR 1118 Pattern Development and Sketching 2(1-2)
This course covers welding symbols, methods of laying out sheets of steel, sketching welding projects, jigs, and holding devices; developing pipe and angle layouts using patterns and template is also stressed.

BUS 101 Typewriting I 3(1-4)
This course emphasizes the study of keyboard, the mechanics of the typewriter necessary for acquisition of elementary typewriting skills, and development of speed and accuracy.

BUS 102 Typewriting II 3(1-4)
This course emphasizes improvement of typewriting skills, manuscript writing, basic letter writing, and tabulations. Prerequisite: BUS 101 or permission of instructor.

BUS 103 Typewriting III 3(1-4)
This course is designed primarily for students majoring in business and business education. Emphasized are legal typing, special reports for executives, tabulated reports and communications. Prerequisite: BUS 102 or permission of instructor.

BUS 104 Typewriting IV 3(1-4)
This course is designed especially to increase the proficiency of students who seek a career as clerk - typist, stenographer, or secretary. Prerequisite: BUS 103 or permission of the instructor.

BUS 105 Introduction to Business 5(5-0)
A survey course covering topics concerning the nature of the private enterprise system and its relationship to economic organization. Tools used in recording, appraising, and controlling business are covered. Government regulations, laws, taxes, and ethical standards are examined, as well as business finance, production, and marketing.

BUS 106 Business Law I 3(3-0)
A general course covering the fundamentals and principles of business law including: contracts, personal property, and bailments.

BUS 107 Business Law II 3(3-0)
A study of business law with emphasis on sales contracts, commercial paper, creditor's rights, secured transactions, risk-bearing, agency and employment.

BUS 108 Beginning Shorthand 4(3-2)
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

BUS 109 Intermediate Shorthand 4(3-2)
Continued study of theory with a greater emphasis on dictation for transcription. Minimum dictation rate of 60 words per minute for 3 minutes is the standard. Prerequisite: BUS 108 or a dictation rate of 40 words per minute on new material for 3 minutes.

BUS 110 Advanced Shorthand 4(3-2)
Introduction to office - style dictation. Emphasis is on development of speed in dictation and accuracy in transcription. Minimum dictation rate of 80 words per minute for 3 minutes is the standard. Prerequisite: BUS 109 or permission of instructor.

BUS 111 Principles of Accounting I 4(3-2)
A study of the basic accounting procedures and the theory underlying those procedures. Introduction to the accounting cycle for the business enterprise is included.

BUS 112 Principles of Accounting II 4(3-2)
A continuation of accounting theory developed in BUS 111 including accounting for plant assets, inventory, and introduction to partnership and corporate accounting. Prerequisite: BUS 111.

BUS 113 Principles of Accounting III 4(3-2)
The study of accounting as applicable to the control of costs and development of managerial decision - making information. Prerequisite: BUS 112.

BUS 114 Secretarial Accounting I 4(3-2)
A plan of study designed to provide secretarial science and clerical students with the accounting background needed in the normal office situation, as well as an entire range of bookkeeping skills.

BUS 115 Secretarial Accounting II 4(3-2)
A continuation of BUS 114. Included are basic accounting principles and their application to a business situation including payroll computation and tax forms. Prerequisite: BUS 114.

BUS 116 Office Machines I 5(3-4)
Students are trained in the technique, process, operation, and application of the ten - key adding machines, electronic printing calculators, IMB Mag-Card Typewriter and 29 Keypunch machine. Prerequisite: BUS 141.

BUS 118 Machine Transcription I 3(1-4)
This course provides training in transcribing from dictating machines, with special emphasis on typewriting speed, accuracy, and good English grammar usage. Prerequisite: ENG 102, BUS 104, BUS 146. The student should type at the minimum rate of 35 net words per minute and must pass the Odell or Tedens test with a score of 75 percent or better.

BUS 119 Machine Transcription II 3(1-4)
Prerequisites - BUS 118 (BUS 104, BUS 146, BUS 206, ENG 102 for Secretarial Students)

BUS 124 Business Finance 3(3-0)
A survey of finance. Topics studied include: financial institutions, financial instruments, and financial statements.

BUS 130 Introduction to Data Processing Systems 5(4-2)
This course introduces the student to Electronic Data Processing hardware components and their functions; study focuses on using the EDP system in solving business and social science problems; communicating with EDP terminology is stressed; the role of the computer in society and its effect on society is discussed.

BUS 141 Business Mathematics I 3(3-0)
This course stresses fundamental arithmetic operations and their application to business problems. Decimals, fractions and percentages as they relate to business operations are stressed. Prerequisite: MAT 91 or pass entrance test.

BUS 142 Business Mathematics II 3(3-0)
This course stresses basic math operations related to accounting. Financial charges based on interest, payroll computation and payroll deductions, as well as depreciation are covered. Prerequisite: BUS 141 or permission of instructor.

BUS 146 Business English 3(3-0)
Emphasis will be placed on four important areas that all secretarial and clerical workers are required to know — grammar, vocabulary, proofreading, and punctuation.

BUS 170 Personal Economics 3(3-0)
This course introduces basic economic theory and deals with its relationship to personal financial management.

BUS 195 Cooperative Education in Business Related Areas 1(1-10)
This is a work experience course in business related areas. The student will have the opportunity for practical application of skills and knowledge previously learned in General Office Technology, Secretarial Technology, and - or Basic Business Administration.

BUS 196 Cooperative Education in Business Related Areas 2(0-20)
This is a work experience course in business related areas. The student will have the opportunity for practical application of skills and knowledge previously learned in General Office Technology, Secretarial Technology, and - or Basic Business Administration.

BUS 197 Cooperative Education in Business Related Areas 3(0-30)
This is a work experience course in business related areas. The student will have the opportunity for practical application of skills and knowledge previously learned in General Office Technology, Secretarial Technology, and - or Basic Business Administration.

BUS 198 Cooperative Education in Business Related Areas 4(0-40)
This is a work experience course in business related areas. The student will have the opportunity for practical application of skills and knowledge previously learned in General Office Technology, Secretarial Technology, and - or Basic Business Administration.

BUS 206 Dictation and Transcription 4(3-2)
This course develops the skills of taking dictation and transcribing materials including a review of theory, and the dictation of familiar and unfamiliar material at varying rates of speed. Prerequisite: BUS 110.

BUS 207 Dictation and Transcription 4(3-2)
This course concentrates on development of accuracy, speed and vocabulary that will enable the stenographer to meet the demands of business, technical, and professional offices. Prerequisite: BUS 206.

BUS 208 Dictation and Transcription 4(3-2)
This course is mainly a speed building course concentrating on neatness as well as accuracy.

BUS 213 Office Procedures 3(1-4)
This course is designed to acquaint the student with typical responsibilities of the office worker, receptionist duties, filing, handling the mail, sending telegrams, etc. Prerequisite: BUS 104.

BUS 219 Business Communications 3(3-0)
Techniques and style of writing various types of business communications are covered: business letters of all types, business reports of various types and spot announcements for radio and television. Prerequisites: ENG 102; BUS 101

BUS 220 Human Relations in Business 3(3-0)
The problems of interpersonal relationships in organizations. Emphasis on motivation, morale, supervision, decision making, and communications.

BUS 221 Economic Principles I 5(5-0)
An introduction to economic principles, problems and policies, accounting, policy aspects of national income and product, as well as public finance, banking and international trade.

BUS 222 Economic Principles II 5(5-0)
This course focuses upon theories of production, determination of prices, distribution of income, monopolies, industrial relations and comparative economic systems. Prerequisite: BUS 221.

BUS 229 Income Taxes 4(3-2)
The course is designed to enable the student to fill out his income tax returns (state and federal). The student will be able to fill out the tax forms and schedules that the average businessman, farmer, or professional person must complete and submit to the Federal Internal Revenue Service and the North Carolina Department of Revenue.

BUS 231 Fundamentals of Management I 3(3-0)
This course deals with a fundamental approach to the management process. An operational theory of management is developed which applies to all types of organizations.

BUS 232 Fundamentals of Management II 3(3-0)
This course covers management theory as it applies to various practical administrative situations. Prerequisite: BUS 231.

BUS 233 Personnel Management 3(3-0)
This course covers the employee - management relationship, labor unions, hiring and personnel development, financial compensations, and employee security.

BUS 235 Small Business Management 3(3-0)
This course covers the principles involved in business management: planning, controlling, directing and financing as related to a small business firm.

BUS 238 Marketing 3(3-0)
This course is designed to acquaint the student with the structure and functions of the marketing system.

BUS 239 Salesmanship 3(3-0)
A study of salesmanship including: the skills of good salesmanship, the selling process, consumer motivation, and the management of selling.

BUS 240 Advertising 3(3-0)
A theoretical and applied approach to managing advertising campaigns.

BUS 247 Business Insurance 3(3-0)
A presentation of the basic principles of risk, insurance, and their applications. A survey of the various types of insurance is included.

BUS 255 Key - Punch 3(1-4)
The course covers basic information for operation of card-punch machines through utilization of lecture, lab and practice set materials.

BUS 260 Business Filing 3(1-2)
The course covers fundamentals of indexing and filing for business. Methods covered are: Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

BUS 280 Accounting I 4(4-0)
This course is a comprehensive treatment of all up - to - date accounting principles and gives the student ample opportunity through examples, illustrations, and correlated activities to learn how the principles are applied.

BUS 281 Analyzing Financial Statements 4(4-0)
This course covers characteristics of financial statements and financial statement analysis.

BUS 282 Bank Public Relations and Marketing 4(4-0)
This course discusses the basics of public relations, both internal and external, and seeks simply to provide an over - view of public relations and marketing.

BUS 283 Commercial Law 4(4-0)
This course is designed to teach the banker to act in accordance with established legal principles and to provide a general knowledge of legal problems pertaining to business and banking.

BUS 284 Credit Administration 4(4-0)
This course, directed toward the executive level, covers factors influencing and determining loan policy, methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans.

BUS 285 Economics 4(4-0)
This course explains how the economic system operates. It treats the determination of relative value in markets with different types of competition, applies the underlying principles of international economics and finance, and approaches the limitations and pitfalls of economics from the layman's viewpoint.

BUS 286 Effective English 4(4-0)
This course examines language usage from a communications theory standpoint and a grammatical standpoint. It also is concerned with language mastery through wide reading, an interest in words, and practice in writing.

BUS 287 Fundamentals of Bank Data Processing 4(4-0)
This survey course has been developed to meet the need for a broadly based and non - technical explanation of electronic data processing as applied to banks.

BUS 288 Bank Management 4(4-0)
This course covers new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with working knowledge of bank management incorporating case studies as examples.

BUS 289 Principles of Bank Operations 4(4-0)
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad, operational perspective.

BUS 290 Installment Credit 4(4-0)
This course emphasizes: establishing credit, obtaining information, servicing the loan, and collecting the amounts due in an efficient credit operation. Other topics discussed are inventory financing, special loan programs, business development and advertising, and public relations aspects of installment lending.

BUS 291 Supervision and Personnel Administration 4(4-0)
This course is designed to aid first - line supervisors in making a smooth transition from expert in a task to supervisor producing results through efforts of other people. The supervisor must reflect management attitudes, utilize management policies and achieve maximum production.

BUS 292 Accounting II 4(4-0)
The content of this course was selected with two major objectives in mind: immediate on - the - job usefulness, and contribution to the student's future growth in the banking field. The course consists of a detailed study of balance sheet items, covers manufacturing accounting and product costing, and includes an appropriate study of cost analysis for managerial decisions.

BUS 293 Law and Banking 4(4-0)
An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi - contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial papers, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform commercial Code.

BUS 295 Management of Commercial Bank Funds 4(4-0)
This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions are spelled out so that this text is useful to bankers in institutions of all sizes.

BUS 297 Real Estate Fundamentals 3(3-0)
This course covers the terminology and law of real estate, real estate financing and appraising, and the mathematics on North Carolina Real Estate Examinations.

BUS 1103 Small Business Operations 3(3-0)
This course is an introduction to the business world; it includes problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventory, layout of equipment and offices, methods of improving business, and employer - employee relations.

CAR 1101 Carpentry 8(3-15)
A brief history of carpentry and present trends of the construction industry. The course will involve operation, care, and safe use of carpenters handtools and powertools in cutting, shaping, and joining construction materials used by the carpenter. Major topics of study will include: theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.

CAR 1102 Carpentry: Millwork and Cabinet Making 8(3-15)
Cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of base and wall cabinets, built-in desk, door and window frames, stairs and interior and exterior cornice and trim.

CAR 1103 Carpentry: Framing 8(3-15)
Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including floor joist, sub-floor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as electrical, air conditioning, heating, and plumbing.

CAR 1104 Carpentry: Finishing 9(3-18)
Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as exterior cornice, door and window trim, interior flooring, door and window facing, moldings, and cornice construction, installation of hardware, and installation of built-in equipment and cabinets.

CAR 1113 Carpentry: Estimating 4(3-3)
This is a practical course in quantity "take off" from prints of jobs performed by the carpenter. Figuring the quantities of materials needed and costs of building various components and structures.

CAR 1114 Building Codes 3(3-0)
A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

CDE 101 Observation and Recording 3(3-2)
This course is designed in order that the student may observe the physical and psychological actions of the pre - school child. Recording of these actions in different observation formats is an essential part of this course.

CDE 102 Rhymthic Activities and Creative Expression 4(3-3)
This course is designed to acquaint the student with the different kinds of musical experiences that should be included in a child development program and how these experiences contribute to the development of the young child.

CDE 103 Child Development: Conception to Age Six 3(3-0)
This course is a detailed study of the child's development between the ages of conception to age six; factors covered are: effect of experiences on behavior patterns, attitudes and interpersonal skills; language utilization is also covered.

CDE 104 Foods For Children 4(3-2)
This course is designed to teach the nutritional needs of growing children. Food needs and menu planning for the mid - morning snack and lunch are covered.

CDE 105 Preschool Education 5(3-6)
This course deals with the various considerations one deals with when setting up a pre - school room (i.e., what equipment to purchase to augment muscle control, etc.,). Different types of pre - schools are presented in discussion.

CDE 106 Science for the Preschooler 4(3-2)
This course is designed to explore those basic everyday principles relevant to the child's interest about his environment.

CDE 107 Parent Education 2(2-0)
This course emphasizes family counseling procedures and techniques that will better prepare the student to relate to and work with parents.

CDE 108 Pre - School Practicum 5(3-5)
This course requires that the student work in the pre - school at least 9 hours per week; emphasis is on the incorporation of skills learned in prior CDE courses; the student is required to take initiative in planning activities for entire weeks and days.

CDE 110 Creative Activity 5(3-5)
This course allows the student an opportunity to work with all types of media used in the preschool classroom in creative self - expression.

CDE 111 Literature for Children 5(3-6)
This course presents books and materials to be used in the preschool room; different types of literature are covered and different modes of utilization discussed.

CDE 112 Child Guidance 3(3-0)
This course is designed to acquaint the student with behavior problems in children during the preschool years and to discuss different methods for guiding children into acceptable behavior.

CDE 113 Marriage and Family Relationships 3(3-0)
This course is designed to discuss methods of solving problems which effect relationships within the family. Topics will include family management, types of family planning and services available within the community for all members of the family.



CDE 114 Internship In A Preschool Program 2(0-20)
This course includes a student teaching quarter in which the student teaches in a preschool setting.

CDE 115 Child Growth and Development: Middle Childhood to Adolescence 3(3-0)
This course is a detailed study of the developmental sequence between middle childhood and adolescence, emphasizing environmental and social factors, behavior pattern formation, and value system development.

CDE 116 Exceptional Children 3(3-0)
This course presents the etiology of the mentally retarded and the child with emotional problems. Problems that parents of these children have are explored.

CDE 117 Internship in a Public School Setting 4(0- 40)
This course includes a student teaching quarter in which the student teaches in a public school setting.

CDE 118 Child Development For Day Care Workers 3(3-0)
A study of the developmental sequence during infancy, toddlerhood, and preschool periods. Course is designed for beginning students, paraprofessionals, and day care workers who need to increase their understanding of infants and children. Emphasis will be given to the total development of the preschool child and applying this information to day care work.

CDE 119 Introduction to Early Childhood Education 4(3-2)
This course is designed to promote understanding of role and responsibilities of the child care worker. Emphasis will be given to history of early childhood education, how developmental needs of children under age six can be used to plan early childhood programs. Topics will include: physical plan equipment and space utilization, teacher qualifications, and the importance and methods of observing children.

CDE 120 Curriculums For Child Care Centers 5(3-5)
This course will provide ideas, materials, and methods for establishing a successful curriculum within a child care center. Students will identify, plan, and organize appropriate programs for various levels through class discussion and individual projects. Laboratory experiences will provide opportunities to participate in planning activities, selecting materials, and developing techniques for working with children.

CDE 121 Home and Community Influences On Young Children 4(3-2)
The course is designed to aid the child care worker to plan for positive school-home relationships, effective communication, and parent involvement in school activities to strengthen the family as well as to contribute to the development of the child himself.

CDE 122 Working With The Young Child With Problems 3(3-0)
Study of the behavior in relation to developmental stages, with emphasis on behavior which is symptomatic of emotional or physical handicaps. Effective interaction and other types of remedial help are explored. Parental problems are also discussed.

CDE 123 Language Development In Young Children 4(3-2)
Emphasis on development of skills in the language arts-listening, speaking, writing, and reading. Student will be encouraged to help child to develop comprehension and capacity for use of written and oral language. Each student will plan activities to encourage language development in the young child.

CDE 124 Books For Children 4(3-2)
This course will acquaint the student with the current and classic literature in the children's field and will give the student practice reading to children, telling stories to children, and using media such as puppets, tapes, filmstrips that are appropriate for young children.

CDE 125 Administration And Supervision In A Preschool Facility 3(3-0)
Designed to assist student in establishing policies and procedures for the operation of a center for group care of young children. Emphasis will be on topics such as: supervision and evaluation of staff members, budgeting processes, food and health services, and discussion of laws and regulations of child care centers.

CDE 195 Child Development 1(0-10)
This is a work experience course in the Child Development program. The student may select a work experience related to his particular interest in the area of Child Development.

CDE 196 Child Development 2(0-20)
This is a work experience course in the Child Development program. The student may select a work experience related to his particular interest in the area of Child Development.

CER 1101 Pottery I. Ceramic Materials, Procedures, and Techniques 14(8-18)
This is an introductory course in the study of pottery production. Clay conditioning and techniques of throwing are introduced. Practice in throwing is emphasized to gain mainpulative skills. The preparation and application of glazes, the study of different type of kilns, and the organization of the ceramic shop for efficient production is part of the course.

CER 1102 Pottery II. Ceramic Materials, Procedures, and Techniques 8(5-9)
This course requires more intensive experience in disciplined throwing. A general study of ceramic raw materials and supply sources will be included. Clay composition and formulation, glaze calculation process, and kiln stacking process is studied by the student actually engaging in experimentations. Students develop a "shop routine" that is coordinated to the actual production process.

CER 1103 Pottery III. Ceramic Materials, Procedures, and Techniques 8(5-9)
This course includes continued discipline in throwing with emphasis placed upon making matching sets and individually designed functional ware. The student will be introduced to coil and slab pottery. The techniques of surface decorations in conjunction with glazes is developed. The study also includes using the pug mill to prepare clay and the stacking of the kiln individually by each student.

CER 1104 Pottery IV. Advanced Ceramic Materials, Glazed Theory, Calculation, Kiln Design 8(5-9)
This course emphasizes advanced throwing techniques with each student designing a matching set of dinner ware, plates, bowls, cups, saucers, mugs, tea pot, coffee pot, sugar bowl and creamer, as well as learning to throw off the hump. a significant amount of time is allocated to the mass production of pottery; students address themselves to the following areas: shop layout and design, mass production techniques, staff utilization, time study, pricing and selling wares.

CER 1105 Pottery Practicum I 5(0-15)
The objective of this course is to provide the student-before graduation from Pottery Making - a working practice in an environment in which he will work after graduation and upon employment. This period of time will enable the student to use the equipment and perform the processes and services required of his specialty under close supervision.

CER 1106 Pottery Practicum II 5(0-15)
Same as Pottery Practicum I.

CER 1107 Pottery Practicum III 5(0-15)
Same as Pottery Practicum I.

CHM 100 Introduction to Modern Chemistry 1(1-0)
This course is a general introduction to chemistry for non - chemistry majors. Topics include: fundamentals of chemistry, activities of the chemist, use of chemical research, household medicines and drugs, and radiochemistry.

CHM 101 General Chemistry 4(3-2)
This course provides instruction in the language of chemistry, fundamental laws and theories, elements and compounds, kinetic molecular theory, solutions, the gas laws and atomic structure. Prerequisite or Co - requisite: MAT 112 or permission of the instructor.

CHM 102 General Chemistry 4(3-2)
This course emphasizes the mastery of formula and equation writing, chemical calculations, colloid chemistry, chemical equilibrium, redox and electro - chemistry; organic and nuclear chemistry and biochemistry are introduced. Prerequisite: CHM 101.

CHM 103 General Chemistry 4(2-4)
This course covers ionic equilibria in aqueous systems of weak electrolytes, the solubility, product principle, hydrolysis and semi - micro qualitative analysis. Prerequisite: CHM 102.

CHM 151 Chemistry for Allied Health 3(2-2)
This course is designed for students in the health - related programs. Emphasis is on the practical aspects of inorganic and organic chemistry and biochemistry.

CHM 203 Instrumental Quantitative Analysis 6(3-6)
A study of the principles of volumetric, gas chromatography, instrumentation and techniques of spectrophotometry, and radiochemical methods of analysis. Practical laboratory determinations of common metals, nonmetals, acids, and bases are conducted. Prerequisite: CHM 101, CHM 102, CHM 103 or permission of the instructor.

CHM 204 Introduction to Organic Chemistry 4(3-2)
The course presents an introduction to organic chemistry, dealing with saturated hydrocarbons, alkanes and cycloalkanes; unsaturated hydrocarbons, alkenes and aromatics; alcohols, ethers, and phenols; halides, mercaptans and amines; aldehydes and ketones; carboxylic acids and synthetic polymers. Prerequisite CHM 101.

CHM 205 Introduction to Bio-Chemistry 4(3-2)
The course presents an introduction to biochemistry, dealing with carbohydrates; lipids; proteins; metabolism, enzymes, vitamins; hormones and chemotherapy; nucleic acids and heredity; extracellular fluids of the body; biochemical energetics; metabolism of carbohydrates and lipids and proteins; and nutrition. Prerequisite CHM 204.

CIV 101 Surveying 5(3-6)
This course covers the theory and practice of plain surveying, including taping, differential and profile leveling, earth work computations, transit stadia, tape surveying, and the development of topographical maps and symbols.

CJC 101 Introduction to Criminal Justice 5(5-0)
This course is designed to familiarize the student with the philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, an evaluation of law enforcement's current position, and orientation relative to the profession as a career.

CJC 102 Criminal Law I 3(3-0)
This course is designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina Law.

CJC 103 Criminal Procedure 3(3-0)
This course is designed to provide the student with a review of court systems; procedures from incident to final disposition including the knowledge of how to legally and effectively question suspicious persons, witnesses, suspects, etc.; principles of constitutional, federal, state and civil laws as they apply to and affect legal and effective search, seizure and arrest, booking procedure; types of search and how to effect an arrest or search.

CJC 104 Introduction to Criminology 5(5-0)
This course is a survey of the different crimes, theories and factors attributing to criminal behavior; the student will study some of the penal and correctional procedures which have been used in the past as well as some of the contemporary methods.

CJC 105 Criminal Evidence 3(3-0)
This course covers the kinds and degrees of evidence and rules governing the admissibility of evidence in court. This course gives the student the necessary practical knowledge to investigate, prepare and present cases to the courts.

CJC106 Community Relations 3(3-0)
This course is designed to create an awareness of the need for a good police and community relationship; problems confronting police personnel in achieving this goal; solutions to these problems including a survey of non - police agencies dealing with police problems and how they can best work together to achieve their common goal.

CJC 107 Applied Police Psychology 3(3-0)
This course builds upon the principles of psychology taught in PSY 201. It is designed to assist law enforcement officers in a better understanding of relationships on the job, at home, and in the community as members of the law enforcement team. Also included will be practical knowledge of how to handle "domestic difficulties," and disturbed persons (mental, emotional, opposite sex, etc.).

CJC 108 Criminal Law II 3(3-0)
This course is a continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. This course will give the student the knowledge to enable him to perform primary law enforcement functions effectively and properly. Primary emphasis will be placed upon North Carolina Law. Prerequisite: CJC 102.

CJC 195 Cooperative Education in Criminal Justice 1(0-10)
This is a work experience course in the Criminal Justice program. The student may select a work experience related to his particular interest in the area of criminal justice.

CJC 196 Cooperative Education in Criminal Justice 2(0-20)
This is a work experience course in the Criminal Justice program. The student may select a work experience related to his particular interest in the area of criminal justice.

CJC 197 Cooperative Education in Criminal Justice 3(0-30)
This is a work experience course in the Criminal Justice program. The student may select a work experience related to his particular interest in the area of criminal justice.

CJC 198 Cooperative Education in Criminal Justice 4(0-40)
This is a work experience course in the Criminal Justice program. The student may select a work experience related to his particular interest in the area of criminal justice.

CJC 200 Motor Vehicle Laws 3(3-0)
This course is a study of the traffic enforcement codes with primary emphasis placed on North Carolina Law.

CJC 201 Organization and Administration 5(5-0)
This course is an introduction to the principles of organization and administration including their application to field services, such as: vice control, traffic patrol, criminal investigation, and juvenile division. A discussion of the service functions: (e.g. training, communications, two - way radio, PIN system service functions, and signals, records, property maintenance and miscellaneous services).

CJC 202 Juvenile Justice 5(5-0)
This course examines delinquency with regards to the conditions under which it occurs. It explores strategies and treatment as it relates to effective methods of dealing with delinquent behavior, also the juvenile court's role in delinquency prevention. Special attention is placed on the North Carolina Juvenile Justice System.

CJC 203 Interviews and Interrogations 3(3-0)
This course covers the various sources of information available to law enforcement agencies and the techniques used in interviewing and interrogating.

CJC 204 Police Supervision 3(3-0)
A continuation of CJC 201. Emphasis is on developing supervisory and management techniques employed at the various levels of police work.

CJC 205 Identification Techniques 4(4-0)
The student will study various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and taking rolled impressions will be developed through lab practice. Instruction will be given in the more popular ten finger and single print classification systems. An introduction will be given to the process of comparing latent lifts and rolled impressions and in preparing them for courtroom presentation.

CJC 206 Technical Report Writing 3(3-0)
A course in which the student is able to make practical application of his knowledge of English to experiences relevant to his curriculum with emphasis on forms of business communications such as letters, memoranda and short reports. This course will give the student the knowledge and ability to prepare reports consistent with his job responsibility.

CJC 207 Criminal Justice Photography 4(3-2)
This course is a study of photographic equipment and its applications to the field of law enforcement. Instruction will be given in all phases of photography, as well as the development of negatives and prints.

CJC 208 Criminal Investigation 5(5-0)
This course introduces the student to the fundamentals of investigating: crime scene search, recording, collection and preservation of evidence, case preparation and court presentation, and the investigation of specific offenses (e.g. arson, narcotics, sex, larceny, burglary, robbery and homicide).

CJC 209 Forensic Science 4(4-0)
This course is a survey of the various sciences and their application to the field of law enforcement. A study of the theory and techniques used in the more common analyses: flammable accelerants, explosives, serial number restoration, firearms, primer residue tests, etc.

CJC 212 Corrections 5(5-0)
This course is an examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. This course provides a history and philosophy in the field of correction.

CJC 213 Confinement Facilities Administration 3(3-0)
This course is designed to familiarize the student with the supervision and administration of confinement facilities, involving techniques of inmate supervision, security, medical care of prisoners, food preparation, sanitation, various legal aspects controlling detention facilities, correctional institutions, and jails.

CJC 214 Corrections Law 3(3-0)
This course is designed to familiarize the student with the specific laws as they pertain to correction, care, custody, and control.

CJC 216 Community Based Corrections 3(3-0)
Community resources that can be utilized in the correctional process are examined in this course; included are: vocational rehabilitation, alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private volunteer, professional assistance, legal aid, and other pertinent services.

CJC 217 Corrections Counseling 5(4-2)
This course is designed to provide the student with information pertaining to counseling techniques as they apply to the needs of a correction officer. Time is provided for role playing and other useful techniques.

CJC 218 Paroles, Probation, and Pardons 3(3-0)
Probation as a judicial process and parole as an executive function are examined in this course, as well as community - based correctional operations.

CJC 219 Rehabilitation 3(3-0)
This course is designed to provide the student with the opportunity to explore the different avenues of rehabilitation. New and innovative techniques of rehabilitation are emphasized as they relate to successful methods.

CJC 220 Human Relations 3(3-0)
This course attempts to develop an understanding of human relationship, as they relate to the corrections process through some of the basic principles of human psychology.

CJC 232 Self - Defense: Forms and Positions 2(0-6)
This course deals with the various forms and positions necessary in preparing one physically to develop himself adequately in self - defense methods. Mental concentration and muscle control are stressed.

CJC 233 Control Methods in Self - Defense I 2(0-6)
The following methods are covered and practiced until a high degree of performance is reached: arm locks, come - alongs, restraints and chokes; how to remove subjects from chairs and automobiles; the use of cloth, coat or collars for restraint or takedown; and handcuffing techniques. Prerequisite: CJC 232 or permission of the instructor.

CJC 234 Control Methods in Self Defense II 2(0-6)
This course trains the student in various control methods: use of a police club, arm and hand blows, and kicks. The location and use of nerve centers and pressure points, and defense against grabbing or scratching attacks are essential components of this course. Prerequisite: CJC 233 or permission of the instructor.

CJC 235 Control Method in Self-Defense III 2(0-6)
This course will concern itself with how to deal with various types of attacks including: an attack from the rear, defense against an attack from the rear, defense against an attack by fists, clubs or sticks; defense against slashing or stabbing, knife attacks and also how to deal with an attack by firearms. Prerequisite: CJC 234 or permission of the instructor.

CJC 236 Firearms Safety 1(1-0)
This course teaches students the general rules for safe handling of firearms, demonstrates and teaches safe cleaning and storage of firearms in the home, familiarizes students with laws regarding ownership and registration of firearms and allows students to do some familiarization firing of their own firearm under the supervision of a qualified instructor.

COS 1101 Introduction to Cosmetology 5(5-0)
This course is designed to introduce the student to the role of the cosmetologist, and to acquaint the student with the basic knowledge a cosmetologist must have, including: the chemical composition of shampoos, rinses, hair and scalp conditioners, and the structure of the hair.

COS 1102 Mannequin Practice 10(0-30)
This course is designed to present hair shaping (razor method), hair styling, permanent waving, manicuring, shampooing, and scalp treatments. Demonstrations precede mannequin practice by students.

COS 1103 Basic Theory I 5(5-0)
Hair coloring, manicuring, thermal waving, diseases of the nails, skin, scalp and hair; the pressing comb and thermal iron, massage, electricity and light therapy are covered in this course. Prerequisite: COS 1102.

COS 1104 Practical Skills I 9(0-25)
A continuation of COS 1103. The student works on live subjects as well as on mannequins; hair shaping (scissor method), complex styles, the basic practices of hair coloring, lash and brow tinting, wig care, hair pieces and facials.

COS 1105 Basic Theory II 5(5-0)
This course is designed to treat the parts of the anatomy which have relevance to cosmetology; also covered are facial treatments, facial make - up, the chemistry of facial cosmetics, and wigs and their care.

COS 1106 Practical Skills II 9(0-25)
A continuation of COS 1104. The student works almost exclusively on live subjects. This course covers: hairstyling of long hair, hot oil manicures, facials with make - up, special hair cuts, special effects achieved with hair coloring and the air oxidation method of permanent waving. Prerequisite: COS 1104.

COS 1107 Salon Management 5(5-0)
This course is designed to introduce the student to the many aspects of salon management. Field trips to salons in the area will be made, and the business and legal aspects of owning a salon covered.

COS 1108 Advanced Hairdressing 10(0-30)
In this course, the student will work mainly on live subjects; areas covered are: new trend hair styles, new procedures and products in cosmetology; a great deal of attention is given to the individual student's needs; upon successful completion of this course, the student will be prepared for salon work.

COS 1195 Cooperative Education in Cosmetology 1(0-10)
This is a work experience course in a field related to cosmetology. The student may elect to continue his learning in a variety of on-the-job work experiences.

COS 1196 Cooperative Education in Cosmetology 2(0-20)
This is a work experience course in a field related to cosmetology. The student may elect to continue his learning in a variety of on-the job work experiences.

COS 1197 Cooperative Education in Cosmetology 3(0-30)
This is a work experience course in a field related to cosmetology. The student may elect to continue his learning in a variety of on-the-job work experiences.

COS 1198 Cooperative Education in Cosmetology 4(0-40)
This is a work experience course in a field related to cosmetology. The student may elect to continue his learning in a variety of on-the-job work experiences.

COS 1199 Basic Skill Review 9(0-25)
This course is designed for the student who wishes to be able to qualify for the South Carolina and other state boards of cosmetic art which require 1500 hours of schooling. Students enrolled in COS 1199 are allowed to attend any classes in cosmetology which may be beneficial to him - her.

DAN 101 Ballet Technique I 2(2-2)
Basic ballet technique in the recognized classic form./

DAN 102 Ballet Technique II 2(2-2)
(Same as above - DAN 101)

DAN 103 Ballet Technique III 2(2-2)
(Same as above - DAN 101 . . DAN 102)

DAN 111 Theatre Dance Forms I 2(2-2)
Tap; musical comedy, entertainment routines; with particular attention to the use of materials designed for the stage.

DAN 112 Theatre Dance Forms II 2(2-2)
(Same as above - DRA 111)

DAN 113 Theatre Dance Forms III 2(2-2)
(Same as above - DRA 111 . . DRA 112)

DAN 121 Eurhythmics I 2(2-2)
Fundamentals of music and the integration of music with movements.

DAN 122 Eurhythmics II 2(2-2)
(Same as above - DAN 121)

DAN 123 Eurhythmics III 2(2-2)
(Same as above - DAN 121 . . DAN 122)

DAN 131 Modern Dance I 2(2-2)
Study of dance techniques as a combination of movement, improvisation, emphasizing qualities of movement in space and time.

DAN 132 Modern Dance II 2(2-2)
(Same as above - DAN 131 . . Dan 132)

DAN 133 Modern Dance III 2(2-2)
(Same as above - DAN 131 & DAN 132)

DFT 101 Technical Drafting I 2(2-1)
This course covers the principles and practices of print reading and the description of objects in graphic language as well as fundamental drafting skills and techniques.

DRA 101 Introduction to Theatre 3(1-4)
A general survey of the major elements of theatre history and practice. The course will be designed for, but not restricted to, students who have had no instruction in theatre. The classes will be oriented, using the laboratory hour and free time, when possible, to produce short plays as demonstration workshops.

DRA 102 Introduction to Theatre 3(1-4)
Essentially a continuation of DRA 101 but with a shift of emphasis to the literature of the theatre. In addition to studying significant classic and modern plays, students will be encouraged to write scenes for plays and produce them in workshops.

DAR 103 Introduction to Theatre 3(1-4)
Designed to follow DRA 101 and 102 in logical sequence but may be taken alone. The course will concentrate on play production with special attention to the technical aspects, set construction, lighting, makeup, costumes, etc. Members of the class will form the nucleus of a campus and community wide theatre group which will stage a major spring production.

EDU 1032 Related Science 2(2-0)
Through practical learning experiences, the student will develop a measure of skill in the following: interpreting component symbols, fundamental electronics math for circuit analysis, and color coding identification of components.

EDU 1033 Related Science 2(2-0)
In this course the student will gain knowledge in reading amplifier schematic diagrams, and develop skills in the reading and interpretation of service information.

EDU 1034 Related Science 1(1-0)
Through practical learning experiences, the student will develop skills in the use of schematics, mathematical notations and calculations necessary for servicing and replacing parts, and the interpretation of service manual data.

EDU 101 Math for the Preschooler 3(3-0)
This is a math course designed for those who will be teaching children between the ages of two and six. Topics covered include: mathematical ideas, problem solving with children, techniques and skills of computation, developing creative environments, and those mathematical concepts which should be acquired by the young child. The child development lab is utilized. Prerequisite: MAT 91 or an acceptable score on a mathematics placement test.

EDU 201 Introduction to Education 5(5-0)
This course is an introduction to the fundamental principles, techniques and procedures, objectives and historical views in education. It is designed primarily for students planning professional training in teacher education.

EDU 202 Social Foundations of Education 5(5-0)
This course covers the educative effects of social structure, social values, and social demands upon the schools. Emphasis is placed upon the relationship between the home, church and school. Prerequisite: EDU 201 or permission of instructor.

EDU 230 Introduction to Industrial Education 5(5-0)
This course concerns the place of vocational education in a program of public education and the fundamental principles upon which this work is based.

EDU 240 Methods of Teaching Industrial Subjects 5(5-0)
This course is a study of effective methods and techniques of teaching industrial subjects. Class organization, student - teacher planning, methods of teaching manipulative skills and related information are emphasized. Also covered are: lesson planning, shop safety, and evaluation. Teaching problems are studied and analyzed following directed observations in the public schools.

EDU 250 Instructional Media 5(5-0)
This course is an introduction to audio - visual instruction with an emphasis on equipment operation.

EDU 260 History and Philosophy of Industrial and Technical Education 5(5-0)
This course is a historical study of the trade and technical education movement. Changing concepts of industrial and technical education in American education are explored from an economic, sociological, and psychological perspective.

EDU 270 Orientation To The Helping Process 3(3-0)
This course emphasizes counseling skills such as learning how to listen, how to set goals, and how to design effective procedures to reach goals, along with acquisition of social skills and participation in values clarification exercises and in empathy training. Students will also be involved in interpretation of results of tests dealing with study skills and careers. Emphasis is also on teaching skills such as the use of audio-visual aids in the classroom, methods of classroom presentation and preparation. Finally, students will be instructed on referral of students to appropriate professional counselors. The course structure is lecture and informal class discussion, along with the use of audio-visual aids.

EDU 271 Internship In The Helping Process I 2(1-5)
In this course, the student will put into practice the skills and knowledge gained in EDU 270. The course includes student teaching in Orientation 101 and academic counseling. Prerequiste: EDU 270 or consent of instructor

EDU 272 Internship In The Helping Process II 2(1-5)
This course is a continuation of EDU 271. Emphasis will include working with students who have been placed on academic probation, career exploration, and test interpretation. Prerequisite: EDU 271 or consent of instructor.

EDU 273 Internship In The Helping Process III 2(1-5) 2(1-5)
This course is a continuation of EDU 272 — working with students on academic probation, career exploration, and test interpretation — with emphasis on test interpretation. Prerequisite: EDU 272 or consent of instructor.

ELC 112 Direct and Alternating Current 10(5-15)
This course examines the structure of matter, the electron theory, the relationship between voltage, current and resistance in series, parallel and series — parallel circuits; Ohms and Kirchoff's laws are covered as well as sources of direct current potentials; fundamental concepts of alternating current flow are emphasized.

ELC 113 Alternating Current and Direct Current Machines and Controls 9(5-12)
This course provides training in the fundamentals of single and polyphase alternating current circuits, voltage, currents, power instruments, transformers and motors; instruction is given in the use of electrical test instruments in circuit as well as in A. C. and D. C. machines and simple system controls; industrial controls are stressed.

ELC 114 Residential Wiring 8(5-9)
This course provides training in the application of blueprint reading, planning, layout, and installation of wiring in residential type settings.

ELC 115 Commercial and Industrial Wiring 9(5-12)
This course provides training in the layout, planning, and installation of wiring systems in commercial and industrial complexes; blueprint reading, the National Electrical Code, and practical experience in conduit preparation, and installation of simple systems.

ELC 195 Cooperative Education in Electrical Engineering Technology 1(0-10)

This is a work experience course in the area of electrical engineering technology. The student may select a work experience related to his particular interest in the field of electrical engineering.

ELC 196 Cooperative Education in Electrical Engineering Technology 2(0-20)
This is a work experience course in the area of electrical engineering technology. The student may select a work experience related to his particular interest in the field of electrical engineering.

ELC 197 Cooperative Education in Electrical Engineering Technology 3(0-30)
This is a work experience course in the area of electrical engineering technology. The student may select a work experience related to his particular interest in the field of electrical engineering.

ELC 198 Cooperative Education in Electrical Engineering Technology 4(0-40)
This is a work experience course in the area of electrical engineering technology. The student may select a work experience related to his particular interest in the field of electrical engineering.

ELC 215 Electrical Machines 4(2-5)
This course covers the principles of direct — current generators and motors, characteristics of the various types of electrical machines, alternating — current generators, transformers, three phase motors, synchronous motors and single phase motors.

ELC 225 Electrical Controls and Circuits 6(3-9)
This course is an in-depth study of control systems for acceleration, speed, and braking; typical controls for air conditioning, refrigeration and heating are also stressed. Prerequisite: ELC 215.

ELC 235 Planning Electrical Installations 5(3-6)
This course stresses the National Electrical Code regulations, power requirements and typical design of industrial and commercial installation, as well as design and calculation of illumination and electric heating systems. Prerequisite: ELC 225.

ELC 1102 Applied Electricity 6(4-6)
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble - shooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring. Prerequisite: PHY 1101.

ELN 101 Instruments and Measurements I 2(1-2)
This course is a study of basic electronic instruments, theory of operation, their functions, tolerances and calibration; service and laboratory instruments are covered; lab experience provides experience with each type of instrument studied.

ELN 102 Instruments and Measurements II 2(1-2)
A continuation of ELN 101.

ELN 205 Control Devices 7(5-4)

This course is an in-depth study of the electrical characteristics of vacuum tubes, and transistors; the basic parameters and applications of each type device to the three configurations of a three terminal two port system will be covered.

ELN 108 Industrial Electronics I 5(3-6)
This course thoroughly examines vacuum tubes such as diodes, triodes, tetrodes, pentodes, and gaseous control tubes in terms of basic theory, operating characteristics, and application; amplifiers using triodes, power supplies using diodes and other basic applications are introduced.

ELN 109 Industrial Electronics II 5(3-6)
This course covers basic industrial systems, heating systems and controls, magnetic amplifier controls, electronic systems commonly found in industrial settings.

ELN 210 Semiconductor Circuit Analysis 6(5-2)
This course is an in-depth study of the analysis and design of transistor circuits. Total circuits are analyzed and evaluated; HYZ and T parameters are utilized as well as signal - flow graphs.

ELN 214 Wave Shaping and Pulse Circuits I 3(2-2)
This course covers broadband amplifiers, magnetic amplifiers, multivibrators, wave shaping, techniques, chopper amplifiers, clipper and clamper circuits.

ELN 215 Wave Shaping and Pulse Circuits II 3(2-2)
A continuation of ELN 214. Pulse techniques, diode switches, gates, step counters, restorers and other specific circuits which function as switches are covered.

ELN 220 Electronic Systems 7(5-4)
This is a "block diagram" course investigating numerous electronic systems; modules or blocks of various circuits already studied are arranged in various manners to produce complex electronic systems. Co - requisite: ELN 215.

ELN 235 Special Devices 3(2-3)
This course gives the student an adequate background in numerical control machinery theory; it includes a study of the newest devices used in electricity and electronics. Prerequisites: ELC 215, ELC 225, and ELN 214.

ELN 1104 Fundamentals of Electronics I 3(2-2)
A study of the structure of matter and the electron theory. The relationship between voltage, current, and resistance in series, parallel, and series parallel circuits will be introduced. Fundamental concepts of alternating current flow, including a study of resistors, capacitors, coils, and transformers and sources of AC and DC potentials are studied in the course.

ELN 1105 Fundamentals of Electronics II 3(2-2)
An introduction to vacuum tubes, diodes, and transistors. The theory, characteristics, and operation of vacuum tubes and transistors in simple voltage amplifiers and power supplies are covered in the course.

ELN 1106 Amplifier System and Servicing 3(2-3)
An introduction to the types of amplifier circuits used in monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. Servicing techniques will also be studied.

ELN 1107 Practical Radio and Servicing 4(2-4)
A study of the principles of radio reception and practices of servicing; included are block diagrams of AM, FM, and FM multiplex receivers; resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faculty stages and components, and the alignment of AM and FM receivers.

ELN 1115 Television Receiver Circuits I 4(2-4)
A study of the principles of television receivers; included will be a study of the makeup of the television signal, block diagram analysis of monochrome and color television receivers, plus the characteristics of monochrome and color cathode ray tubes. Techniques of trouble-shooting and repair of television receivers with the proper use of associated test equipment will be stressed.

ELN 1116 Television Receiver Circuits II 4(2-4)
This is a continuation of Television Receiver Circuits and Servicing I. This course will dwell in greater detail with the theory of operation, of color television circuitry. Specialized servicing techiques required for color television, including color television required for color television, including color television set-up techniques by use of the vectorscope; and the color bar generator will be stressed.

ELN 1130 Two - way Mobile Maintenance 6(3-6)
A course to acquaint the student with the theory and maintenance of fixed station and mobile station transmitters and receivers. Except for radio laws, sufficient information will be given to qualify the student to take the FCC second class radiotelephone license examination. Permission of instructor required.

ENG 91 English Fundamentals 3(5-0)
A basic course in the fundamentals of the English language, including grammar, punctuation, spelling, mechanics, and paragraph writing. This course includes concentrated practice in identifying and correcting frequent and recurring errors in the English language. Students will also develop skills in writing sentences and paragraphs.

ENG 101 Freshman English 3(3-0)
A study of language and literature with particular emphasis on expository and critical writing; writing descriptive, narrative, and argumentative themes based upon the reading of essays is covered. Some students will be placed in sections of English 101 with four contact hours, according to their skill level on entry. Prerequisite: Satisfactory completion of ENG 91 or equivalent writing skill level as indicated by a placement test.

ENG 102 Freshman English 3(3-0)
A continuation of freshman English including an introduction to the short story and drama. Written analyses. Prerequisite: ENG 101.

ENG 103 Freshman English 3(3-0)
A continuation of freshman English including the study of the novel and poetry. Research papers based on casebooks and the library. Prerequisite: ENG 101.

ENG 104 Technical Report Writing 3(3-0)
A course in which the student is able to make practical application of his knowledge of English to experiences relevant to his curriculum with emphasis on forms of business communications such as letters, memoranda and short reports. This course will give the student the knowledge and ability to prepare reports consistent with his job responsibility.

ENG 151 Voice and Diction 3(3-0)
A course designed to improve the student's voice quality and articulation through concentration on the International Phonetic Alphabet, focus on the physiological processes of human speech production, and the articulation of selected reading materials.

ENG 161 Fundamentals of Speech Communication 3(3-0)
A course concerned with the applicability of communications theory to various communication situations; these include interpersonal, small group, public addresses, and mass communications...

ENG 201 English Literature 3(3-0)
A survey of English literature from Beowulf to 1600, including Chaucer, Spenser, and Shakespeare. Written analyses required. Prerequisite: ENG 103 or permission of instructor required.

ENG 202 English Literature 3(3-0)
A survey of English literature from 1600 to 1850, including Donne, Jonson, Milton, Swift, Pope and the major Romantic poets; Written analyses. Prerequisite: ENG 103 or permission of instructor required.

ENG 203 English Literature 3(3-0)
A survey of English literature from 1850 to the present, including Tennyson, Browning, Arnold, Hardy, Shaw, Conrad, Yeats, Joyce, Lawrence, and Eliot; written analyses required. Prerequisite: ENG 103 or permission of the instructor required.

ENG 205 American Literature 3(3-0)
A survey of American literature from the Colonial Period to the Civil War. Major emphasis will be placed on the works of Hawthorne, Poe, Melville, Emerson, and Thoreau. Prerequisite: ENG 103 or permission of the instructor required.

ENG 206 American Literature 3(3-0)
A survey of American literature from the Civil War to the start of the Twentieth Century. Major emphasis will be placed on the works of Whitman, Crane, Dickinson, Twain, London, and Norris. Prerequisite: ENG 103 or permission of the instructor required.

ENG 207 American Literature 3(3-0)
A study of major American authors of the twentieth century including Dreiser, O'Neill, Frost, Fitzgerald, Hemingway, Wolfe, and Faulkner. Prerequisite: ENG 103 or permission of instructor required.

ENG 210 Interpersonal Communications 3(3-0)
A course emphasizing dyadic communication. The approach is twofold: to increase the student's knowledge of how the process works by increasing his interpersonal communication skills, and to increase the student's understanding of why the process works by exposure to views of various communication theorists.

ENG 211 Public Speaking 5(5-0)
A study of basic speech skills including speech preparation, composition, and delivery. Practical training in the presentation of short speeches is emphasized. Prerequisite: ENG 101

ENG 221 Creative Writing 3(3-0)
A course in which the basic materials and techniques of good writing, particularly poetry and the short story, are examined. Extensive student practice is required. Skills are to be developed through class criticisms of each student's own work in addition to assigned readings by professional writers.

ENG 231 World Literature - Ancient Greeks and Romans Through European Literature of Middle Ages 3(3-0)
A study of the great epics and other works of literature of the ancient world, including the Bible, Homer, Sophocles, Aeschylus, Euripides, Aristophanes, Plato, Aristotle, Cicero and Virgil. A survey of Medieval dramas and tales, including Dante, Boccaccio, Chaucer, and other Italian, English, and French writers. Written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 232 World Literature - The Renaissance Through Neoclassicism 3(3-0)
Primarily a study of Spanish, French, English, and Italian comedies and tragedies. The course includes Cervantes; Rabelais, Moliere, Voltaire; Shakespeare, Marlowe, Milton; and Petrarch, Catiglione, Machiavelli. Written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 233 World Literature - Romanticism to Present Day 3(3-0)
A study of European and American literature, including Rousseau, Goethe, Poe, Melville, Flaubert, Dostoevsky, Tolstoy, Chekhov, Ibsen, Gide, Sartre and Camus, with written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 241 Black American Literature 3(3-0)
A study of Black American prose and poetry with emphasis on writers of the twentieth century. Writers studied may include: Hughes, Douglas, Ellison, Baldwin, Wright, Baraka, Killens, McKay, Cullen, Brooks, Giovanni, and Dunbar. Written analyses and evaluations are required. A sophomore and - or advanced freshman course. Prerequisite: ENG 101 or permission of the instructor required.

ENG 271 Film Appreciation 4(3-2)
A survey of the movies and movie industry from origins to present date. Movies will be shown during the two hour lab, and lecture-discussion sessions will be held three hours a week.

ENG 1101 Communication Skills 5(5-0)
A course especially designed to improve reading and communications skills of the vocational student. Emphasis is placed on the development of vocabulary, comprehension, and reading speed. Spelling, writing, and speaking skills are also taught, the goal being to enable the student to better communicate with others in his chosen field.

ENG 1103 Language Skills: Practical Nursing 5(5-0)
This course covers the three basic language skills: reading, writing, and speaking. The course is organized and taught mainly for those students in the Licensed Practical Nursing Program and attempts to develop effective communication skills which would be applicable to this field of work.

FOR 101 Introduction to Forestry 3(3-0)
This course introduces the student to the forest and the field of forestry; the benefits that mankind derives from the forest and the relationship of mankind and the forest are stressed.

FOR 102 Forest Botany and Ecology 5(4-3)
This course is a basic botany course oriented toward forest vegetation; it is an investigation into the internal and external structures and processes of plants and trees.

FOR 105 Soil Science 3(2-3)
Those fundamental physical and chemical properties which most affect soil and crop management decisions are discussed. The objectives are to first present the student with the proper background to understand soil and fertilizer problems and then how to employ this background in making wise and economical management decisions.

FOR 107 Plant Identification 4(2-4)
This course entails classification of trees and field identification of selected species of trees. Instruction includes uses, silvicultural characteristics and also the aesthetic values of trees and other plants.

FOR 205 General Construction 5(3-6)
This course is designed to acquaint the student with frame construction, mortar preparation and selection of materials and design so that he - she can undertake certain construction and reparations. Considerable emphasis will be on blueprint reading.

FOR 121 Forest Tree Measurements 3(2-3)
Introduction of instruments and tools used in measuring forest products. Development of skills and techniques for measuring standing and felled trees as well as specialized forest products.

FOR 170 Supervised Work Experience 4(0-40)
To be taken during the student's 2nd Fall or Spring quarters, or by permission of instructor.

FOR 180 Supervised Work Experience 4(0-40)
This cooperative work experience is optional and affords the student an increased opportunity to become more actively involved in forestry experiences ranging from producing forests to harvesting them. The student may select this course to further enhance his - her qualifications and experience for possible future employment.

FOR 221 Applied Silviculture 3(2-3)
This course covers the establishment, development, caring for, and harvesting stands of timber. Emphasis is placed on developing techniques which complement both aesthetic values and ecological relationships in the forest.

FOR 222 Forest Mensuration 3(2-3)
This course introduces the student to the tools and techniques used in measuring the forest and its products. Timber cruising is stressed. Prerequisite: FOR 105, FOR 197, FOR 221.

FOR 223 Forest Field Study (Guided Elective) 3(2-3)
This course will involve the student, in a working situation, with field practices that were studied in the prerequisite courses. On the job training will be encountered in fire suppression, silvicultural practices. Prerequisite: FOR 222.

FOR 225 Forest Entomology & Pathology 3(2-3)
The study of the primary forest insects and disease and control methods. Includes field identification of certain insects and diseases.

FOR 226 Forest Equipment 4(3-3)
The selection, maintenance, and use of equipment for forest operations, such as logging, fire fighting, land preparation, planting and improvements.

FOR 227 Forest Aerial Photography 4(2-5)
Aerial photo interpretation as used in forest land management. The course deals with the uses, limitations, characteristics of different photography, steroscopy, photo scales and the measurement of distance and area. Tree height measurements, locations of field points, identification of forest cover and physical features, and preparation of simple maps from aerial photos with field exercise are covered.

FOR 228 Logging and Marketing 4(2-5)
Planning various types of logging operations, cost estimates, logging production, transportation, stumpage procurement, and laws, related to logging. The techniques of marketing and logging are extensively observed and studied.

FOR 229 Forest Fire Control 3(2-3)
A study of main causes, preventative measures, methods of control, and uses of forest fires. Includes field exercises with modern forest fire equipment.

FRE 101 Elementary French 4(3-2)
A study of basic French grammar. Aural - oral ability of students will be developed along with reading of texts and writing exercises. Tests are available for those who have had a previous background in French, but desire aid in determining which level is appropriate to begin their studies.

FRE 102 Elementary French 4(3-2)
A continuation of FRE 101.

FRE 103 Elementary French 4(3-2)
A continuation of FRE 102.

FRE 201 Intermediate French 4(3-2)
A systematic review of French grammar in conjunction with reading of French (texts concerning French) civilization and culture. Special emphasis is placed on development of reading comprehension. Students attend a language lab two hours per week. Prerequisite: FRE 103 or a minimum of two high school units of French.

FRE 202 Intermediate French 4(3-2)
A continuation of FRE 201.

FRE 203 Intermediate French 4(3-2)
A continuation of FRE 202.

FRE 211 Advanced French 4(3-2)
The first in a sequence of courses conducted in the language, stressing the culture and history of France, principally as reflected in the literature. Emphasis is on selections from French literature from Chanson de Roland to the present. Prerequisite: FRE 203 or permission of instructor required.

FRE 212 Advanced French 4(3-2)
A continuation of FRE 211.

FRE 213 Advanced French 4(3-2)
A continuation of FRE 212.

GEN 100 Local History and Genealogical Research 3(3-0)
This course is an overview of regional history with an emphasis on local history. Historical research methods as well as primary and secondary sources of information are examined. The use of public records in genealogical research is emphasized.

GEO 101 Regional Geography 3(3-0)
This course is an introduction to basic geography; maps, map - making, problems encountered in this field and various solutions to these problems, exploration or regional types, some relevant natural history and some relevant natural science are included.

GEO 102 Regional Geography 3(3-0)
This course uses a problems approach to intenrational problems. The effects of the topography of a region on its inhabitants is explored; regions studied may include: Central and South America, West Africa, the Peoples Republic of China, The USSR and the United States.

HED 201 Personal and Community Health 5(5-0)
The course deals with the development of all aspects of personal and community health.

HED 206 First Aid and Safety 3(3-0)
This is a basic health education course designed to teach the fundamentals of administering first aid. Emphasis is on accident prevention and practical application of first aid skills. The American Red Cross Standard Certificate will be issued to students with a grade of "C" or better.

HED 275 EMERGENCY MEDICAL TECHNICIAN TRAINING (EMT) 5(0-9)

Traditionally an 81 hour lecture course, the Module EMT Training program was developed by Appalachian State University and is promoted by the North Carolina Office of Emergency Medical Services. Any interested person who is at least 18 years of age is eligible to enroll. To meet the requirements of the course, each student must successfully complete 10 modules for the course and a final examination. Ten hours of practical experience in a local emergency room is also required.

Module topics include:
- The Emergency Situation
- Bleeding Wounds and Shock
- Respiration and Resuscitation
- Cardiopulmonary Resuscitation

Emergency Care Training Programs:
- Soft Tissue Injuries
- Injuries to the Skull, Brain, and Spine
- Injuries to the extremities
- Medical Emergencies
- Environmental Emergencies
- Emergency Childbirth
- Handling Sick and Injuried Patients

Those who successfully complete the course may apply for state testing and certification.

HED 1101 Personal Development I 2(1-5)
This course is the first of a two-part individualized instructional package designed to cover the following areas: telephone conversation, keeping the body healthy, finding your way, tobacco and health, and, alcohol and health. The student is expected to start at the beginning of the series and complete his work in sequence.

HED 1102 Personal Development II 2(1-5)
This course is the second of a two-part individualized instructional package designed to cover the following areas: drug abuse, the facts about sex, and the facts about venereal disease.

HIS 101 Western Civilization 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the ancient Near East, the classical civilizations of Greece and Rome, and the development of the religious culture of the Middle Ages.

HIS 102 Western Civilization 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the critical elements of Renaissance culture, and the evolution of the modern age, including the Reformation and the age of Revolution.

HIS 103 Western Civilization 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the important foundations of World War I and the Twentieth Century; the rise of European and Asian totalitarianism and World War II; and discussion of important postwar trends and events.

HIS 201 American History 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the early development of the United States, including the colonial period, the Revolution, the Constitution, and the National Government.

HIS 203 American History 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the Nineteenth Century, including the crucial events of the pre-Civil War period, the Civil War, Western expansion, and the development of American business and industry.

HIS 203 American History 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the foundations of World War I, World War II, and the interaction of domestic problems and international rivalries.

HIS 197 Special Topics in History 2(2-0)
A discussion-oriented study of one or more major problems in History. A project will be required, and a study trip may be required.

HIS 210 North Carolina History 5(5-0)
A study of the history of North Carolina from its colonial beginnings to the present.

HIS 211 The Recent Far East 5(5-0)
A historical survey of China and Japan emphasizing imperialism, domestic developments and recent international relations.

HIS 212 Russia and the Soviet Union 5(5-0)
A general survey of Russian history from the establishment of the Grand Principality of Kiev through the creation of the Russian Empire under the Romanovs, the Revolution of 1917, and the development of the Soviet State.

HIS 214 American and Asia: A Clash of Cultures 3(3-0)
An examination of the historical relationships and interactions between the United States and two traditional Asian rvials - China and Japan. Beginning with a brief overview of the historical development of China and Japan, the course will then describe the stormy and often controversial clash of cultures as growing American power and influence, particularlyy after 1800, brought it into contact with the two Asian powers.

HON 201 Philosophy of Science 3(3-0)
This interdisciplinary honors course is the first of a two-course sequence the theme of which is the evaluation of science through the needs and actjvities of man. The origin and development of agriculture, architecture, chemistry, mathematics, astronomy, physics, and anatomy are covered.

HON 202 Philosophy of Science 3(3-0)
This is the second of two interdisciplinary honors courses designed to encourage understanding of the origin of the sciences out of man's curiosity and needs. The focus of this course is on the industrial revolution, the theory of evolution, atomic energy, genetics, science and humanism, and the future.

HOR 204 Horticulture 3(2-3)
This course covers: propagating techniques, planting procedures, watering and fertilizing techniques, directing plant growth, summer heat and winter cold, controlling pests and diseases, weeding procedures and maintenance.

HUM 121 French Culture 2(2-0)
The first in a sequence of courses conducted in English which explore the geography, economy, politics, and local customs of France. There is a brief overview of French literature and history as well as an emphasis on current events.

HUM 122 French Culture 2(2-0)
A component of the French Culture Sequence (no prerequisite).

HUM 123 French Culture 2(2-0)
A component of the French Culture Sequence (no prerequisite).

HUM 131 Spanish Culture 2(2-0)
The first in a sequence of courses conducted in English which explore the geography, economy, politics, and local customs of Spain. There is a brief overview of Spanish literature and history as well as an emphasis on current events.

HUM 132 Spanish Culture 2(2-0)
A component of the Spanish Culture Sequence (no prerequisite).

HUM 133 Spanish Culture 2(2-0)
A component of the Spanish Culture Sequence (no prerequisite).

HUM 151 The Nature of Language 2(1-2)
This course is a basic introduction to semantics, body language, language comparison dialects, and the effects of language. Students have the opportunity to utilize a variety of audio - visual media, as well as to participate in games and activities involving the manipulation of language.

HUM 201 Unified Humanities 5(5-0)
A team - taught interdisciplinary introduction to the cultural and intellectual progress of modern man, with particular emphasis on life in our southeastern North Carolina tri - cultural society. The course is project - oriented and is designed to begin where the student finds himself in relation to his appreciation of art, music, history, literature, and philosophy, help him discover how he got there, and where he goes next in the humanistic tradition. The subject is man; the spirit is critical and speculative; and the goal is realization of the worth of the individual.

HUM 202 Unified Humanities 5(5-0)
A continuation of HUM 201.

HUM 204 The Italian Renaissance 5(2-6)
An introductory study of the art, literature, politics, philosophy and religion of southern renaissance man. Through reading, film studies and lectures the students will become familiar with the art treasures they will see first hand in museums in Florence, Rome and Venice. (Study tour of Italy required.)

HUM 205 Classical Greece 5(2-6)
An introductory study of the philosophy, politics, art, architecture, and literature of Heladic and classical Greece. Students will read from original sources and commentaries on the Greek view of the nature of art and man. Film studies will acquaint the students with the places they will visit while in Greece. (Study tour of Greece is required).

HUM 206 Our British Heritage, Part I 5(2-6)
A travel - study course dealing with the history, geography and government of Great Britain with special attention to those aspects of British culture that have had the greatest influence on the United States. Students will examine British constitutionalism and our rich heritage of the English common law tradition. (Study tour of Britain required.)

HUM 207 Our British Heritage, Part II 5(2-6)
A travel - study course dealing with the literature, art and philosophy of Great Britain with special attention to those aspects of British culture that have had the greatest influence on America. (Study tour of Great Britain is required in conjunction with HUM 206.)

JOU 101 Principles of Journalism 3(3-0)
This course is an introduction to reporting the various types of news for a newspaper, and emphasizes the various types of writing skills required by each of the different forms (i.e. the general news story, the feature, the editorial, etc.). Broadcast journalism will be introduced when appropriate.

JOU 102 Principles of Journalism 3(3-0)
A continuation of JOU 101.

JOU 103 Principles of Journalism 3(3-0)
A continuationot JOU 102.

MAT 91 Arithmetic Refresher 3(5-0)
An intensive review of the basic arithmetic operations covering: whole numbers, common fractions, decimal fractions, per cent and its application. Does not count toward meeting mathematics requirements for graduation.

MAT 92 Introduction to Algebra 3(5-0)
A study of basic algebra for the student who is to continue studying math. The study begins with the arithmetic operations of the integers and extends through simple algebraic expressions. Does not count toward meeting mathematics requirements for graduation.

MAT 101 Fundamentals of Mathematics 3(3-0)
This is the first course in a three - quarter sequence for liberal arts students. Included are the modules: Tables and Graphs, Statistics, and Geometry. Prerequisite: MAT 92 or one successful year of high school algebra.

MAT 102 Fundamentals of Mathematics 3(3-0)
Included are the modules, Algebra 2, Indirect measurement, and probability. Prerequisite: MAT 101

MAT 103 Fundamentals of Mathematics 3(3-0)
A continuation of MAT 102. This course consists of an introduction to the BASIC computer language and computer programming applications. Prerequisite: MAT 102.

MAT 105 Electrical Math I 5(5-0)
A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; introduction to trigonometric functions and their application to right angles; and study of vectors for use in alternating current.

MAT 110 Intermediate Algebra 5(5-0)
The algebra of the real number system including the study of polynomials, rational expressions, and algebraic expressions. Emphasis will be placed on operations with fractions, solutions of linear and quadratic equations and systems of equations. Prerequisite: one successful year of high school algebra or the successful completion of MAT 92, Intro. to Algebra.

MAT 112 College Algebra and Trigonometry 5(5-0)
This course and its sequel provide a thorough preparation in pre - calculus math, including properties of real numbers, linear and nonlinear algebraic relations and function, exponential and logarithmic functions.
Prerequisite: MAT 110 or two successful years of high school algebra. Corequisite: MAT 170

MAT 113 College Algebra and Trigonometry 5(5-0)
This pre - calculus course deals with circular functions, trigonometric functions, polar coordinates, complex numbers, sequences and series and other appropriate topics. Prerequiste: MAT 112 and MAT 170.

MAT 115 Mathematics for Foresters 3(3-0)
This course is basic trigonometry. Topics include the sine, cosine, tangent functions and the use of these functions to solve problems involving right and oblique triangles. Prerequisite: MAT 92 or one successful year of high school algebra.

MAT 121 Basic Algebra I 5(5-0)
An introduction to algebra. This first course in a two - course sequence includes signed whole numbers, non - fractional equations, multiplication and division of fractions and addition and subtraction of fractions. Prerequisite: MAT 91 or an acceptable score on a mathematics placement test.

MAT 122 Basic Algebra II 5(5-0)
The second course in this sequence includes fractional equations, introduction to graphing, literal fractions, formula rearrangement, systems of equations and formula derivation. Prerequisite: MAT 121 or its equivalent.

MAT 123 Electronic Math I 5(5-0)
A study of the fundamentals of algebra, basic operations, grouping, factoring, exponents, ratio and proportions; trigonometry is introduced. Those mathematical processes which are applicable to electricity are emphasized (i.e. a study of vectors for use in alternating current). Prerequisite: MAT 122 or its equivalent.

MAT 150 Calculus with Analytic Geometry 5(5-0)
The first course of a four - quarter sequence which treats the calculus of functions of one variable and plane analytic geometry. This sequence is generally required of all mathematic, science and engineering majors. (Other courses in the sequence: MAT 250, MAT 251, MAT 252.) Prerequisite: MAT 113.

MAT 161 Mathematics for Nurses 1(2-0)
A study of the simple mathematics which are essential for the preparations of solutions and the administration of medicines and other tasks common to the nursing profession. Prerequisite: MAT 91 or an acceptable score on math placement test.

MAT 170 Introduction to BASIC Programming 2(1-2)
A mini - course in the BASIC computer language and in the use of simple computers. The entire course involves learning to write and to execute computer programs. The course will not normally count as a mathematics credit for graduation, but will count as an elective. Corequisite: MAT 112

MAT 180 Mathematics for Elementary Teachers 5(5-0)
The first of a two course series covering the real number system with special attention given to algebra of sets and the mathematical basis of the fundamental operations of addition, subtraction, multiplication and division. Basic ideas from number theory, algebra and the intuitive foundations of geometry are also covered. Prerequisite: MAT 92 or one successful year of high school algebra.

MAT 181 Mathematics for Elementary Teachers 5(5-0)
A continuation of MAT 180. (Usually required for those preparing to teach in grades four through nine.) Prerequisite: MAT 180.

MAT 191 Metric System 1(1-0)
This course covers the history of measurement, the invention of the metric system, the advantages of the metric system, the meaning of metric prefixes, the relation of metric units to other units of measurement, the metric units of length, area, volume, mass, capacity and its use in the science laboratory. Prerequisite: MAT 92 or one successful year of high school algebra.

MAT 221 Electronic Math II 5(5-0)
A study of powers of ten, Ohm's law for series and for parallel circuits, quadratic equations, Kirchoff's laws, trigonometric functions, plane vectors, alternating current, vector algebra, and logarithms. Prerequiste: MAT 123.

MAT 250 Calculus with Analytic Geometry 5(5-0)
A continuation of MAT 150. This course treats the calculus of functions of one variable and plane analytic geometry. Prerequisite: MAT 150.

MAT 251 Calculus with Analytic Geometry 5(5-0)
A continuation of MAT 250. Prerequisite: MAT 250.

MAT 252 Calculus with Analytic Geometry 5(5-0)
The fourth course of a four quarter sequence. This course treats the calculus of functions of several variables and solid analytic geometry. Prerequisite: MAT 251.

MAT 1101 Fundamentals of Mathematics I 5(5-0)
Practical number theory is the basis of this course. Included are analysis of basic operations (addition, subtraction, multiplication and division), fractions decimals, percentages and ratio and proportion. Prerequisite: None.

MAT 1102 Fundamentals of Algebra 3(3-0)
Emphasis is on those mathematic operations having special application in the field of air conditioning and refrigeration. Prerequisite: MAT 1101 or its equivalent.

MAT 1103 Geometry for Vocational Students 3(3-0)
Fundamental properties and definitions of geometry are covered in this course. Included are: plane and solid geometric figures, selected theorems, geometric figures, volumes of solids, and geometric principles as they apply to shop operations. Prerequisite: MAT 1101 or its equivalent.

MEC 1115 Measurement And Layout 2(1-3)
A basic course that covers measuring and layout tools common to the metal industries; principles of orthographic projection; parallel and radial methods of development and their application to layout work; and the measurement and layout of edges, seams, and notches. Step-by-step procedures for the development of patterns; for intersections of cylinders; rectangular and round tanks, etc.

MEC 1120 Duct Construction and Maintenance 5(3-6)
Study of various duct materials including sheet steel, aluminum, and fiber glass. Safety, sheetmetal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on the site repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heat and air washers, fans, insulation and ventilating hood. Prerequisite: BRP 1116, AHR 1123. Co - requisite: AHR 1126.

MEC 1145 Measurement and Layout 2(1-3)
A basic course that covers measuring and layout tools common to the metal industries; principles of orthographic projection; parallel and radial methods of development and their application to layout of edges, seams, and notches. Step-by-step procedures for the development of patterns; for intersections of cylinders; rectangular and round ranks, etc.

MUS 101 College Choir 1(0-5)
The college choir is open to all students who have musical talent and are interested in singing. Opportunities exist for: accompanied and unaccompanied singing, study and performance of various choral works and styles, and appearances locally and in other states. Permission of instructor required.

MUS 102 College Choir 1(0-5)
A continuation of MUS 101.

MUS 103 College Choir 1(0-5)
A continuation of MUS 102.

MUS 104 College Choir 1(0-5)
A continuation of MUS 103.

MUS 105 Music Appreciation 5(5-0)
A course to provide students an opportunity to become familiar with approximately forty - five musical compositions considered to be masterpieces. Emphasis will be placed on listenings. Lectures will include the development of perceptive listening habits, basic elements of music, a study of the stylistic and formal characteristics of the music, and biographical material on the composers. Meets five hours per week for five credit hours.

MUS 106 Music for the Pre - Schooler I 4(3-3)
This course gives the student the opportunity for an experience in basic guitar or piano. The course includes basic notation, elements of singing, elementary keyboard, rhythmic notation exercises, and lab work in the lab school.

MUS 107 Music for the Pre - Schooler II 4(3-3)
A continuation of Music 106. In this course the student may concentrate on either guitar or piano. Simple singing, rhythm games, and musical appreciation are introduced along with the making of rhythm instruments. Lab work in the lab school is continued. Prerequisite: Music 106 or permission of the instructor.

MUS 108 Music for the Pre-Schooler III 4(3-3)
A continuation of Music 107. Emphasis will be placed on musical activities for the child, media and materials available, music appreciation, and continued lab work in the lab school. Prerequisite: Music 107

MUS 111 Freshman Theory I 4(3-2)
A fully integrated course in basic theory including the basic elements of musical sound, scales, keys, triads, intervals, rhythmic patterns, meter, and dictation. Permission of the instructor. Corequisite: MUS 121 - Keyboard Harmony I.

MUS 112 Freshman Theory II 4(3-2)
A fully integrated course in theory including the study of harmonic melodic and rhythmic elements; part writing, harmonic analysis, sight singing and dictation. Corequisite: MUS 122 - Keyboard Harmony II. Prerequisite: MUS 111, 121.

MUS 113 Freshman Theory III 4(3-2)
A fully integrated course in theory including the study of altered chords, secondary dominants, rhythm, preliminary counterpoints, modulations, partwriting, harmonic analysis, sight singing and dictation. Corequisite: MUS 123 - Keyboard Harmony III.

MUS 114 Freshman Theory IV 4(3-2)
A continuation of basic music theory with emphasis on drill in aural training, sight reading, sight singing and keyboard work. Permission of the instructor.

MUS 121 Keyboard Harmony I 2(2-4)
These courses are designed to teach basic keyboard skills to the music student and to supplement Freshman Theory. The first year begins by familiarizing the student with the keyboard, basic rhythms and note reading. Other skills presented include: tranposition, scales, basic choral progressions and single harmonization and improvisation. Some attention is given to prior literature.

MUS 122 Keyboard Harmony II 2(2-4)
(Same as above - MUS 121)

MUS 123 Keyboard Harmony III 2(2-4)
(Same as above - MUS 121 & MUS 122)

MUS 151 Freshman Guitar I 1(1-3½)
This course is the first in a sequence of instruction in the fundaments of playing the guitar. All equipment necessary for the course will be furnished.

MUS 152 Freshman Guitar II 1(1-3½)
A continuation of MUS 151.

MUS 153 Freshman Guitar III 1(1-3½)
A continuation of MUS 152.

MUS 154 Freshman Guitar I 2(2-3½)
This course is the first in a sequence of instruction in the fundamentals of playing the guitar. All equipment necessary for the course will be furnished.

MUS 155 Freshman Guitar II 2(2-3½)
A continuation of MUS 154.

MUS 156 Freshman Guitar III 2(2-3½)
A continuation of MUS 155.

MUS 161 Freshman Piano Instruction I 2(1-6)
This is the first class in the series of one-to-one piano instruction. The course will involve a study of piano technique and literature, both from a historical and practical standpoint. Permission of the instructor.

MUS 162 Freshman Piano Instruction II 2(1-6)
This is the first class in the series of one-to-one piano instruction. The course will involve a study of piano technique and literature, both from a historical and practical standpoint. Permission of the instructor.

MUS 163 Freshman Piano Instruction III 2(1-6)
This is the first class in the series of one-to-one piano instruction. The course will involve a study of piano technique and literature, both from a historical and practical standpoint. Permission of the instructor.

MUS 164 Freshman Piano I 2(2-4)
The first in a sequence of practical instruction leading to the mastery of the keyboard encompassing the following skills: accuracy of notes, accuracy of rhythm, steadiness of tempo, proper hand position, correct fingering, use of dynamics, melodic tone quality, use of pedal, seriousness of purpose (attendance, attitude, etc. memorization).

MUS 165 Freshman Piano II 2(2-4)
A continuation of MUS 164.

MUS 166 Freshman Piano III 2(2-4)
A continuation of MUS 165.

MUS 171 Freshman Voice I 1(½-2½)
The first in a sequence of practical instruction leading to the mastery of vocal technique, covering the aims, organization, and materials of vocal music. Special emphasis is placed on sound production, pronunciation and diction, breathing, reading skills, and the development of a solo repertoire.

MUS 172 Freshman Voice II 1(½-2½)
A continuation of MUS 171.

MUS 173 Freshman Voice III 1(½-2½)
A continuation of MUS 171.

MUS 174 Freshman Voice I 2(1-4)
The first in a sequence of practical instruction leading to the mastery of vocal technique, covering the aims, organization, and materials of vocal music. Special emphasis is placed on sound production, pronunciation and diction, breathing, reading skills, and the development of a solo repertoire.

MUS 175 Freshman Voice II 2(1-4)
A continaution of MUS 174.

MUS 176 Freshman Voice III 2(1-4)
A continuation of MUS 175.

MUS 180 Music for Elementary Teachers 5(5-0)
A course designed for the student who plans to become a classroom teacher in the elementary school. It presents an integrated approach to developing functional musicianship through listening, reading, and writing musical notation, analyzing and creating music. Emphasis is placed on understanding music and its practical application in the classroom.

MUS 201 College Choir 1(0-5)
A continuation of MUS 103.

MUS 202 College Choir 1(0-5)
A continuation of MUS 201.

MUS 203 College Choir 1(0-5)
A continuation of MUS 202.

MUS 204 College Choir 1(0-5)
A continaution of MUS 203.

MUS 211 Sophomore Theory I 4(3-2)
A continuation of Freshman Theory. Introduction to chromatic harmony. Skills in analysis are developed. Written and analytical work in chromaticism are undertaken; survey of homophonic style from seventeen hundred to nineteen hundred and introducion to the twentieth century. Part written, sight singing and dictation are continued. Corequisite: MUS 221 - Keyboard Harmony IV. Prerequisite MUS 113, 123.

MUS 212 Sophomore Theory II 4(3-2)
A continuation of MUS 211. Included are advanced work in ear training and sight singing, modulation to remote keys, advanced part writing procedures and analysis, altered chords, and diatonic seventh chords. Corequisite: MUS 222 - Keyboard Harmony V. Prerequisite: MUS 211, 221.

MUS 213 Sophomore Theory III 4(3-2)
A continuation of MUS 212. Included are secondary leading tone triads, seventh chords, augmented sixth chords, chords of the ninth, eleventh and thirteenth, advanced modulation part writing, sight singing, and dictation. Corequisite: MUS 223 - Keyboard Harmony VI Prerequisite: MUS 212, 222.

MUS 115 Music History I 3(3-2)
A study of music history from its beginnings to 1750. This course will cover the evolution of musical styles from pre-Christian times through the work of J.S. Bach. In addition to the examination of many musical works the course will include a study of the historical eras and the influence of social, economic, and political factors on music. Meets three hours per week for the three credit hours.

MUS 216 Music History II 3(3-2)
A study of music from 1750 to 1900. This course will cover the evolution of music styles from J.S. Bach to Johannes Brahms. In addition to the examination of musical examples from these eras, the course will include a study of the influences of social, economic, and political factos on music. Meets three hours per week for three credit hours.

MUS 217 Music History III 3(3-2)
A study of music from 1900 to present. This course will cover the evolution of music styles from the compositions of the Post Romantics to present. The course will include all the latest compostitional trends. Meets three hours per week for three credit hours.

MUS 221 Keyboard Harmony VI 2(2-4)
This is a continuation of first year keyboard harmony. Emphasis is placed upon more advanced transposition, harmonization and sight reading. An addition, new chord pregressions are learned and aplied to harmonizations and leak sheets. Clef reading and score reading is also introduced. Some emphasis will be placed upon keyboard literature and techniques.

MUS 222 Keyboard Harmony V 2(2-4)
(Same as above - MUS 221)

MUS 223 Keyboard Harmony VI 2(2-4)
(Same as above - MUS 221 .. MUS 222)

MUS 251 Sophomore Guitar I 1(1-3½)
A continuation of MUS 153.

MUS 252 Sophomore Guitar II 1(1-3½)
A continuation of MUS 251.

MUS 253 Sophomore Guitar III 1(1-3½)
A continuation of MUS 252.

MUS 254 Sophomore Guitar I 2(2-3½)
A continuation of MUS 156.

MUS 255 Sophomore Guitar II 2(2-3½)
A continuation of MUS 254.

MUS 256 Sophomore Guitar III 2(2-3½)
A continuation of MUS 255

MUS 261 Sophomore Piano Instruction I 2(1-6)
Same as the MUS 161-163 series but on a more advanced level.

MUS 262 Sophomore Piano Instruction II 2(1-6)
Same as the MUS 161-163 series but on a more advanced level.

MUS 263 Sophomore Piano Instruction III 2(1-6)
Same as the MUS 161-163 series but on a more advanced level.

MUS 264 Sophomore Piano I 2(2-4)
A continuation of MUS 166.

MUS 265 Sophomore Piano II 2(2-4)
A continuation of MUS 264.

MUS 266 Sophomore Piano III 2(2-4)
A continuation of MUS 265.

MUS 274 Sophomore Voice I 2(1-4)
Same description as MUS 171-1, except a more advanced level.

MUS 275 Sophomore Voice II 2(1-4)
A continuation of MUS 274.

MUS 276 Sophomore Voice III 2(1-4)
A continuation of MUS 275.

NUR 101 Introduction to Health Care 1(1-0)
This course introduces the student to history of nursing, simple professional ethics, grooming and personal health, nursing and its relationship to other fields of medicine, and the methods of learning about health via communications media.

NUR 102 Introduction to Health Care 1(1-0)
This course is concerned primarily with teaching medical terminology. The student will be introduced to terminology used in the hospital and to the titles and educational backgrounds of various health personnel.

NUR 103 Introduction to Health Care 1(1-0)
This course will continue medical terminology. The course also will include ethics specific to the field of nursing and alternative careers in health occupations. It will include the relationship of nursing to other health fields. Prerequisite: NUR 102.

NUR 111 Nursing Fundamentals I 6(3-3-6)
This course is an introduction to the broad concepts of nursing and to the basic principles which serve as guides in planning and administering nursing care. Clinical laboratory experience is provided to develop basic nursing skills. Prerequisite: Admission into Nursing Program through Nursing Admission Committee.

NUR 112 Nursing Fundamentals II 5(5-12)
This course focuses on the development of the skills of administering oral and injectable medications. Drug sources, methods of storage and classification of drugs by use and content are covered. Prerequisite: NUR 111 and MAT 161

NUR 113 Nursing Fundamentals III 4(5-12)
This course is designed to introduce the student to the basic principles of nutrition. Function and source of nutrients as well as the metabolic process are covered. Nutritional meals are planned and modified to meet various cultural, religious, social and psychological requirements. Prerequisite: NUR 112

NUR 114 Medical And Surgical Nursing 9(5-12)
This course is designed to provide a background of information which will enable the student tofurther develop the knowledge and nursing skills which are essential to basic nursing care. Consideration to the scope, diagnosis, prevention, and control of the major health problems is given, plus a study of the physical, mental, social, and emotional development of the normal human being. Prerequisite: NUR 113

NUR 115 Human Growth And Development 2(2-0)
This course is designed to assist the Nursing student in caring for patients of all age groups. Growth and development from infancy to old age with consideration of the effect of the social, biological, cultural, and illness upon growth are included. Insofar as possible, the classroom activity centers around discussions of normal growth and development and certain deviations. Prerequisite: PSY 201.

NUR 116 Abnormal Psychology For Nurses 3(3-0)
An indepth study of neurotic and psychotic behavior. The course will describe symptoms, identify causes, and introduce the student to the major treatment for mental illness. Prerequisite PSY 201

NUR 117 Psychiatric And Mental Health Nursing 5(3-6)
This course introduces the student to the basic concept of mental illness as a community health problem and gives the student the opportunity to develop skills in planning nursing care for patients with behavioral disorders. Selected clinical experiences are provided with mentally ill patients in the hospital setting and with those persons experiencing behavioral disorders who are being treated on an outpatient level. Prerequisite. PSY 201 and NUR 115

NUR 118 Maternal & Child Nursing 9(5-12)
A study of the broad concepts of the family's task of child-bearing and child-rearing in a social setting. Emphasized is the nurse's role in family teaching and guidance in health care. The clinical laboratory provides guided learning experiences in assisting the family in solving health problems in the various phases of family growth and development. Prerequisites: BIO 204, BIO 205, BIO 206, NUR 111, NUR 112, NUR 113, NUR 114

NUR 202 Medical-Surgical Nursing II 9(5-12)
A continuation of NUR 201. Emphasis is on patient and family teaching; utilization of various community agencies is stressed. Prerequisites: NUR 201, BIO 206.

NUR 203 Medical-Surgical Nursing III 9(5-12)
A continuation of NUR 202. Emphasis is on working with the health team and guiding the work of auxiliary personnel. Prerequisite: NUR 202.

NUR 220 Pediatrics 3(3-0)
This course will deal with nursing techniques and comprehensive knowledge required in dealing with disease processes peculiar to children. Special emphasis will be placed on primary care, immunology, communicable diseases, and other childhood diseases. Prerequisite: Open to sophomore Associate Degree Nursing students only.

NUR 221 Concepts of Nursing Practices 3(3-0)
This course is concerned with the responsibilities of the Registered Nurse, including legislative and legal controls, educational preparation organizations. Prerequisite: NUR 220

NUR 222 Nursing Seminar 3(3-0)
This course is designed as a comprehensive review of nursing courses to improve the competency of the student to practice independently. Emphasis will be placed on student participation in group discussion, writing of NLN exams and the reviewing of them. Ethics in nursing will also be emphasized. Prerequisite: NUR 221

NUR 1000 Nurses' Assistant I 3(2-4)
This course is designed to provide the student with a knowledge of basic nursing skills required for patient care in the home and hospital setting. Topics covered include maintaining cleanliness, hospital bed preparation, bathing and feeding the patient, measuring and recording vital signs, and care of patients before and after surgery.

NUR 1100 Nurses' Assistant II 5(3-6)
This course provides the student with indepth training in basic nursing skills as practiced in the hospital setting. Forty hours of clinical training under the supervision of a licensed nurse, provide the student with practical experience in routine patient care. Prerequisite: NUR 1000 and a minimum reading skill level of sixth grade.

NUR 1101 Fundamentals of Practical Nursing I 9(7-6)
This course is designed to assist students in acquiring knowledge, and attitudes basic to effective nursing of patients of all ages and backgrounds. Emphasis is on nursing needs arising both from the individuality of the patient and from the patient's inability to care for himself. Emphasis is on the patient, his needs, and his environment. Prerequisite: Enrollment in LPN Program.

NUR 1102 Fundamentals of Practical Nursing II 6(5-3)
A continuation of NUR 1101. This course is designed to complete the introduction to basic nursing procedures and to cover deviations from normal methods and therapeutic procedures. Prerequisite: NUR 1101.

NUR 1103 Medical - Surgical Nursing I 6(4-6)
This course is designed to introduce the student to the causes of illness: the effect of illness on the patient, his family, and the community are covered. Procedures of nursing care relative to specific needs arising from specific disorders (cancer, for example) are covered.

NUR 1104 Medical - Surgical Nursing II 8(5-9)
A continuation of NUR 1103. This course is designed to cover the causes, symptoms, treatment and nursing care of patients with disorders of the respiratory, circulatory, digestive, urinary, reproductive, and endocrine systems. Prerequisite: NUR 1103.

NUR 1105 Medical - Surgical Nursing III 14(6-24)
A continuation of NUR 1104. This course is designed to cover the causes, symptoms, treatment and nursing care of patients with disorders of the nervous, musculoskeletal and sensory systems. Also included are: psychiatric nursing, advanced nursing ethics, legal aspects of practical nursing, as well as professional organizations and the graduate role. Emphasis is on clinical activities and selected patient care. Prerequisite: NUR 1104

NUR 1110 Anatomy and Physiology 5(5-0)
This course is designed to introduce the student to the general plan of the body and to thoroughly examine the ten systems of the body (i.e., skeletal, muscular, nervous, etc.).

NUR 1111 Nutrition 5(5-0)
This course is designed to provide a basic background in nutrition. Function and sources of nutrients are covered as well as the mechanics of digestion, absorption, and metabolism of nutrients. Principles of meal planning and the modifications of nutritional requirements by various cultural, religious, social and psychological factors are covered.

NUR 1112 Maternity Nursing 7(5-6)
This course is designed to provide a study of fundamentals of maternity nursing. Emphasis is on the normal pregnancy, the nurse's responsibilities, the needs of maternity patients with complication, as well as the needs of the normal infant and infant with common disorders.

NUR 1114 Pediatric Nursing 7(4-9)
This course emphasizes: normal child development, physical and emotional differences of the child from the adult, and the scope and objectives of modern nursing for children. Methods of meeting the needs of the hospitalized child and his - her parent as well as the implications of common disorders in children are covered.

NUR 1115 Pharmacology I 4(4-0)
This course focuses on the development of the skill of giving oral medications and injections. Drug sources, methods of preparation and storage, and the classification of drugs by use and by content are covered.

NUR 1116 Pharmacology II 4(4-0)
This course develops basic skills in calculating dosage for oral and parental use. Basic mathematical skills are covered. Preparation of simple solutions using proportion methods, systems for measuring drugs, conversion problems within the system and from system to system, are covered.

ORI 100 Freshman Orientation 1(1-0)
This is a required course for all full-time freshmen students. Topics to be covered: introduction to campus, services available-counseling, financial aid, Resources for Student Learning, Special Services Program, schedule changes, withdrawal from the college, Veteran information, lost and found, student rights and responsibilities, first aid information, SCC Handbook, student I.D. cards, student activities, Student Government Association, computation of GPA, study skills and library skills.

ORI 101 College Orientation 1(2-0)
This course is an alternative to Orientation 100. Topics to be covered: introduction to campus, services available-counseling, financial aid, Resources for Student Learning, Special Services schedule changes withdrawal from the college, Veteran information, lost and found, student rights and responsibilities, first aid information, student I.D. cards, student activities, Student Government Association. In another portion of the course, the student will be involved in the development of interpersonal skills and personal growth activites. Computation of GPA, study skills and library skills.

PED 101 Principles of Physical Education 2(1-2)
(This course required for graduation as indicated by degree or diploma.)

An introduction to the need and benefits of regular physical activity with special emphasis on the development of personalized exercise training program. An overview of selected team, individual, dual, and recreational sports activities is included. The course features a one-hour concepts lecture session combined with two hours of laboratory application per week.

PED 102-119 P.E. Sports Activities. (activity course required for graduation as indicated by degree or diploma

The following courses are designed to aid the student in developing the fundamental skills, understanding, and appreciations necessary to derive the greatest degree of physical benefit and enjoyment from sports activities.

PED 102-119 Conditioning & Adaptive Courses 1(0-3)
PED 102 Adaptive
PED 103 Physical Fitness
PED 104 Slimnastics
PED 105 Weight Training

PED 110-119 Team Sports 1(0-3)
PED 110 Baseball
PED 111 Basketball
PED 112 Field Hockey
PED 113 Soccer
PED 114 Softball
PED 115 Touch Football
PED 116 Volleyball
PED 117 Wrestling
PED 118 Advanced Baseball (110 or Permis. of Inst.)
PED 119 Advanced Basketball (111 or Permis. of Inst.)

PED 120-129 Individual & Dual Sports 1(0-3)
PED 120 Archery
PED 121 Badminton
PED 122 Bowling
PED 123 Golf
PED 124 Gymnastics
PED 125 Handball
PED 126 Sailing
PED 127 Snow Skiing
PED 128 Swimming — Diving
PED 129 Tennis

PED 130-139 Recreational Sports Activities 1(0-3)
PED 130 Angling
PED 131 Canoeing
PED 132 Cycling
PED 134 Hiking
PED 135 Horseshoes
PED 136 Jogging
PED 137 Marksmanship
PED 138 Table Tennis
PED 139 Water Skiing

+**PED 201-299 Sports Related Electives** 2(1-2)
PED 201 Sports Officiating: Football, Soccer, Volleyball
PED 202 Sports Officiating: Basketball
PED 203 Sports Officiating: Baseball & Softball
PED 204 Sports Medicine: The Trainer and Athletics
PED 205 Sports and the Spectator: Football
PED 206 Sports and the Spectator: Basketball
PED 207 Sports and the Spectator: Baseball

+The credit for these courses is elective only and will not meet graduation requirements for P.E.

PHI 201 Introduction to Philosophy 5(5-0)
This course is designed to acquaint the beginner in philosophy with the basic problems that have concerned speculative thinkers. Emphasis is on addressing the major questions of metaphysics, ethics, and epistemology as they relate to contemporary problems. The classical techniques of "doing" philosophy are stressed.

PHI 205 World Religions 3(3-0)
A study of the basic concepts and theological beliefs of mankind as reflected by their religious cultures.



PHS 101 Physical Science 4(1-6)
This course emphasizes mechanics, heat, sound magnetism, electricity, systems of measurements, and the solar system. This course is taught by audio-tutorial methods.

PHS 102 Physical Science 4(1-6)
This course emphasizes atomic structure as it is related to the classification of the elements and the nature of their compounds. Fundamental laws, principles and theories of ionic and covalent bonding are also emphasized.

PHS 103 Physical Science 4(1-6)
This course emphasizes soil development, evaluation of landscapes, effects of glaciers, streams, winds, weather and the geological time table.

PHY 201 General Physics 4(3-2)
A general physics course designed primarily for mathematics, engineering and physical science majors. The elements of classical mechanics are introduced including vector analysis, partial and rigid body dynamics, statics and rotary motion. Prerequisite or Co-requisite: MAT 112

PHY 202 General Physics 4(3-2)
A continuation of PHY 201. Areas covered include heat, sound and light, the measurement of temperature change, calorimetry, heat transfer, properties of matter, thermodynamics, wave motions, geometrical and physical optics. Prerequisite: PHY 201.

PHY 203 General Physics 4(3-2)
A continuation of PHY 202. Areas covered include electricity, magnetism, atomic and nuclear physics. An emphasis is on: electrostatics, magnetos, capacitance, currents, circuits, and electromagnetic introduction. Prerequisite: PHY 202.

PHY 1101 Applied Science I 4(3-2)
This course is an introduction to physics and its applications. Systems of measurement, theory of matter, properties of solids, liquids, gases and basic electrical principles are covered.

PHY 1102 Applied Science II 4(3-2)
This course covers the basic principles of forces and their effects; gravitation, motion, mechanical movements, simple machines, gear trains, and compound machines are included.

PLU 1110 Plumbing Pipework 6(3-9)
This course will introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop, where the student can learn how to handle these materials correctly. The student will perform operations such as threading, caulking, cutting, and sweating of the various kinds of pipe and tubing used in the trade.

PLU 1111 Domestic Water Systems 5(2-9)
The installation of water distribution systems beginning with the sources of supply including the location of pipes, valves, and pumps, in both single-story and multi-story buildings will be studied. Plumbing installations will be made to provide practical applications. Heating devices, and the storage and circulation of hot water will be studied. Private and public sewage and drainage systems, including their ventilation is a part of this course. Field trips will be taken to study various types of installations.

PLU 1112 Installation of Plumbing Fixtures 6(3-9)
The differences in materials and styles of lavatories, bathtubs and sinks, and the many ways that these fixtures can be installed will form the basis of this course. The proper use of traps is included. The student will get actual practice by making installations.

PLU 1120 Industrial Pressure Systems 4(2-6)
The student will become acquainted with types of air systems, dryers, fitters, regulators. Oil and lubrication pressure systems as applied to production equipment and machinery will be stressed.

PLU 1121 High Pressure Steam Systems 6(3-9)
Applications of low pressure steam equipment will be continued. Principles involved in industrial applications of both low-pressure and high-pressure steam equipment are covered. Commercial and industrial blueprints will be studied utilizing low and high pressure equipment. High pressure boilers and installations of high pressure systems will be emphasized.



PLU 1123 Hot Water and Panel Heating 5(3-6)
The piping and accessory equipment needed to transfer hot water to radiators, heaters, and coils, and the advantages and disadvantages of each of these units will be studied, including apparatus for radiant heating and panel heating. Methods of "sizing" equipment for various installations will be included. Practical application will be provided in installing this equipment.

PLU 1125 Industrial Piping 6(3-0)
Piping system of air, water, and cooling especially as they are used in machinery and equipment for production and manufacturing processes. Its ability to increase production will be stressed.

PLU 1126 Hydraulic Systems Plumbing 3(2-3)
Plumbing applications in hydraulic systems are the focus of this course. Hydraulic principles, circuits, control valves, actuators, pumps, fluids and various accessories that complete hydraulic systems will be studied. Installation and servicing methods of these systems will be undertaken.

PLU 1125 Industrial Piping 6(3-9)
Piping systems of boilers, turbines, and steam engines especially as they are used in steam power plants and process piping such as is used in the chemical industries will be the major emphasis of this course.

PME 101 Internal Combustion Engine 5(2-6)
This course develops a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. A study is made of the construction and operation of components of internal combustion engines. Testing of engine terms, cooling systems, proper lubrication, and methods of testing are covered.

PME 102 Automotive Ignition Systems 5(2-6)
The study of different designs of ignition systems and the different tune-up procedures for these systems. Each component of each system is studied in depth. The proper use of testing equipment of the ignition system is stressed.

PME 103 Automotive Electrical Systems 4(2-4)
A thorough study of the automotive electrical system. Included are: the battery, cranking mechanism, generator (A-C & D-C), ignition, accessories and wiring. Proper testing procedures with the proper equipment is also studied.

PME 105 Small Engine Repair 4(2-6)
This course provides the student with a thorough introduction to the operation, maintenance, and repair of small gasoline engines. Topics covered include carburetion, ignition system, lubrication, routine maintenance, trouble-shooting, tune-up.

PME 111 Engine Rebuilding 4(1-6)
This course is designed to allow the automotive student to become familiar with milling, refitting, and refacing procedures used in engine overhauling, and proper overhaul procedures.

PME 112 Automotive Fuel Systems 5(2-6)
A study of the characteristics of fuel, types of fuel systems, carburetor fundamentals and the use of special tools and testing equipment for the fuel system.

PME 113 Automotive Wiring Diagrams 3(3-0)
This course covers interpretation and reading of blueprints, instruction and service manuals, and wiring diagrams.

PME 121 Automotive Brake Systems 3(1-4)
A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.

PME 123 Automotive Chassis and Suspension Systems 4(2-4)
This course covers the principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems is included. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment. Prerequisite: PME 102.

PME 124 Automotive Transmission and Power Train 7(3-8)
This course covers the principles and functions of automotive power train systems, clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair is stressed. Prerequisites: PHY 1102, PME 123.

PME 195 Cooperative Education in Transportation Maintenance 1(0-10)
This is a work experience course in the Transportation Maintenance Program. The student may select a work experience related to his particular interest in the field of transportation maintenance.

PME 196 Cooperative Education in Transportation Maintenance 2(0-20)
This is a work experience course in the Transportation Maintenance Program. The student may select a work experience related to his particular interest in the field of transportation maintenance.

PME 197 Cooperative Education in Transportation Maintenance 3(0-30)
This is a work experience course in the Transportation Maintenance Program. The student may select a work experience related to his particular interest in the field of transportation maintenance.

PME 198 Cooperative Education in Transportation Maintenance 4(0-40)
This is a work experience course in the Transportation Maintenance Program. The student may select a work experience related to his particular interest in the field of transportation maintenance.

PME 201 Motor Vehicle Laws and Regulations 3(3-0)
In order to assure a complete knowledge of the latest laws and regulations governing the automobile operation and automotive repair business operation, this course will delve deeply into such laws and regulations.

PME 202 Emission Control Systems 4(2-4)
This course is designed to give each student a complete knowledge of today's emission control systems including testing and overhaul of all major parts. The proper use of emission level testing equipment will also be covered.

PME 203 Advanced Ignition System 2(1-3)
This is a continuation of PME 102.

PME 204 VW Engines 3(0-6)
This course is for those students with an understanding of the basic gasoline engine and have a desire for further understanding and experience on the VW engine. The course will cover removal, installation, testing, overhaul, and modification of the VW engine.

PME 205 Disc Brakes 3(0-6)
In order to be completely up-to-date on the complex braking systems of today, the automotive student needs a complete understanding of the latest disc brakes. This course is to give the student time in the lab to experiment and study all phases of disc brakes. With instructor guidance, each student on completion of this course will be able to test and overhaul disc brakes as found on the cars of today.

PME 206 Alternator — Starter Rebuilding 3(1-4)
This course through class and laboratory experiences, gives the student an understanding of design and overhaul procedures on the alternator and starter systems.

PME 208 Wankel Engine 5(2-6)
A study and comparison of the standard (reciprocating) engine and the Wankel (rotary) engine. Through class participation and practical shop practice each student will achieve a working knowledge of such points as trouble shooting, testing, adjustment, and major overhaul of the Wankel engine.

PME 209 Foreign Car Engines 3(0-6)
In this course the students will work with all types of foreign car engines ranging from the simple through the more complex and expensive. The emphasis will be placed on design and construction differences which exist between foreign and domestic engines.

PME 210 Instruments, Gauges and Electrical Accessories 3(0-6)
This course will give each student a deeper understanding of the complex electrical systems in today's automobiles. Electrical accessories studied during this time will be power seats, power windows, windshield wipers and washers, engine gauges, and instrument testing and repair.

PME 215 The Diesel Engine 5(2-6)
This course is designed for the student with a working knowledge of the gasoline engine. This course expands his potential as a mechanic by giving him an understanding of the basic principles for maintenance and repair of diesel engines.

PME 223 Front Suspension, Alignment and Power Steering I 4(1-6)
Types and designs of front ends are studied in this course and a great deal of practice in the lab on alignment procedures and equipment, front suspension overhaul, and power steering maintenance and overhaul is experienced.

PME 224 Advanced Automatic Transmission I 5(2-6)
This course is designed to provide an understanding of automatic transmissions. Instruction includes: classroom study, demonstrations, and student participation in disassembly, re-assembly, and testing of selected transmission. Special emphasis is placed on principles, function, construction, operation, servicing and "trouble-shooting" procedures and repair of various types of automatic transmission.

PME 240 Diagnosis and Testing I 6(2-8)
A thorough study of the theory and operation of various automobile electrical units and systems. Maintenance and testing procedures, diagnosis and repair of all types of electrical - electronic components, especially the transistor circuits, found on the modern automobile are covered.

PME 241 Diagnosis and Testing II 6(2-8)
A continuation of PME 240.

PME 250 Advanced Auto Fuel Systems 5(1-8)
A thorough study of the fuel systems of the automobile: fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel system are covered as well as exhaust and emission controls and servicing.

PME 1125 Automotive Servicing 6(3-9)
This course emphasizes the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble - shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing is stressed. Prerequisites: PME 123, PME 121, AHR 1101.

POL 201 American Federal Government 5(5-0)
This course is a study of the historical background and constitutional principles involved in our form of government, and analysis of the powers and functions of Congress, the executive, and the judiciary.

POL 202 American State and Local Government 5(5-0)
This course is a study of the political and constitutional status of state and local government in relation to the federal system.



PSY 102 Career Decisions 2(2-0)
This course aids the student in co-ordinating his abilities and interests in order to make meaningful educational and vocational choices, based on objective information. Recommended for students who are uncertain of their occupational choice and - or who desire experience in job-seeking skills. Opportunities offered by the college and community are investigated and evaluative tests are used.

PSY 201 Introduction to Psychology 5(5-0)
An introductory survey of the major characteristics of human behavior. How biological and socio-cultural factors interact to influence development, learning, motivation, perception, measurement, and pathological behavior is emphasized.

PSY 202 Human Development 5(5-0)
This course is a study of the physical, mental, and psychosocial development of man from infancy to adulthood with an emphasis on conceptual frameworks psychologists use to interpret behavior during the "stages" of the life cycle. Prerequisite: PSY 201 or permission of the instructor.

PSY 203 Abnormal Psychology 5(5-0)
This course is a study of the causes, systematic manifestations, and treatment of major personality deviations such as neuroses, psychoses, and mental deficiencies. Prerequisite: PSY 201 or permission of the instructor.

PSY 205 Educational Psychology 5(5-0)
This course is a study of the basic principles of psychology with an emphasis upon the learning process. The course provides an understanding of the applications of psychological principles to the educational process. It treats such topics as individual differences, principles of learning, transfer of training, and the nature of thinking and reasoning. Prerequisite: PSY 201 or permission of the instructor.

PSY 225 Psychology of Adjustment 5(5-0)
The study of the dynamic and positive principles involved in the process of adjustment and normal personality development. Application of these principles is emphasized, and active student participation is expected. Prerequisite: PSY 201 or permission of the instructor.

PSY 1101 Human Relations 3(3-0)
This course attempts to develop an understanding of human relationships through some of the basic principles of human psychology. The problems of the individual and his work situation are studied in relation to the established organization of modern business and industry and in relation to government practices and labor organization. Especially emphasized are the operating responsibilities of good management.

RDG 91 Developmental Reading 3(5-0)
A basic course which provides instruction and drill in the fundamental skills necessary for effective reading. Improvement in the student's sight word vocabulary and decoding and comprehension skills is sought.

RDG 101 College Reading 3(3-0)
This course emphasizes development of reading ability in order to increase reading rates, develop power of comprehension, build vocabulary, and improve study skills. A reading laboratory is equipped with materials to aid students in achieving the course objectives. This course is a graduation requirement. Prerequisite: Satisfactory completion of RDG 91 or equivalent reading skill level as indicated on a placement test.

RDG 201 Methods, Materials, Techniques of Teaching Reading I 4(3-3)
Introduction to methods and materials available for the teaching of reading. Techniques for implementation of these procedures will be stressed.

RDG 202 Evaluation of Reading Programs 3(3-0)
Students will become knowledgable of the specifics of the Ginn 360 and other basic reading approaches. Emphasis will be placed on relative criteria to be used in evaluating reading programs.

RDG 203 Language Arts for Children 3(3-0)
A study of language arts as a part of daily living and functional in every activity and experience. Emphasis will be placed on the child learning skills in speaking, listening, reading and writing as he participates in many varied activities throughout the day.

RDG 204 Reading Seminar I 3(2-3)
Practical application of skills learned in other courses as student works under the supervision of teacher. Students will participate in periodic lectures by reading specialist.

RDG 205 Methods, Materials, Techniques of Teaching Reading II 4(3-3)
Effective teaching techniques used to direct learning in the elementary school are studied. Inovative form of organization and instruction are investigated. Prerequisite: RDG 201.

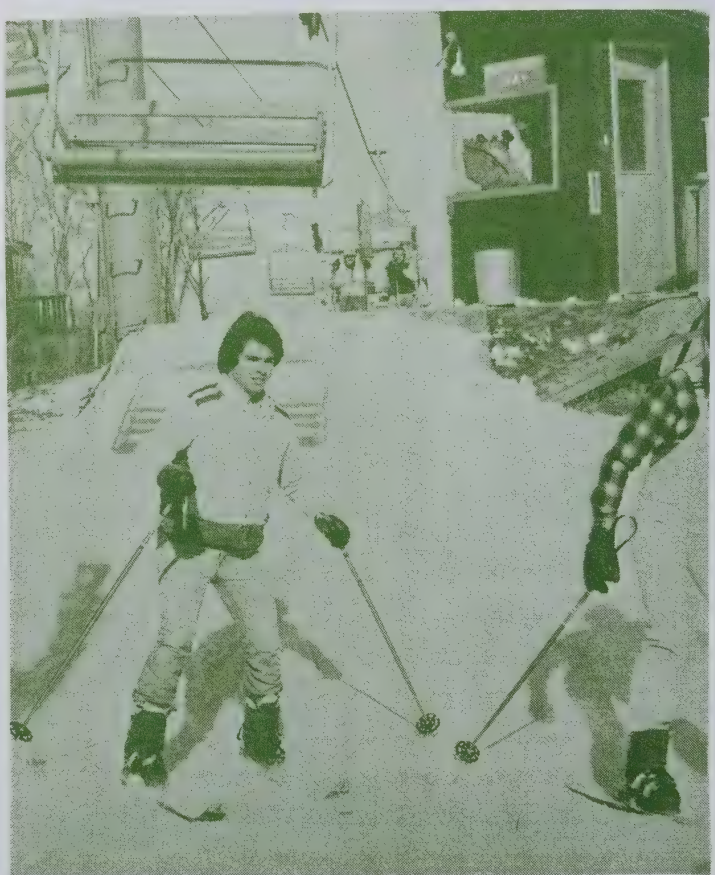
RDG 206 Reading Seminar II 3(2-3)
Practical application of skills learned in Reading TT Program as student works under the supervision of teacher. Students will participate in periodic lectures by reading specialist.

RDG 207 Reading in the Content Areas 5(3-6)
An exploration of the role of reading abilities in mastering content (mathematics, science, social studies, etc.) material. The student will be required to translate knowledge of reading and the reading process into lessons designed to teach "content." It is expected that the student will rely, in a large measure, upon the non-reading text books of the laboratory school for in-class work.

RDG 208 Reading for the Exceptional Child 3(3-0)
An exploration of selected teaching materials pertinent to the exceptional child.

Reading 210 Internship in a Public School Reading Program 4(0-40)
A course designed for the student to work in a reading program for five full days. The student will be expected to demonstrate competencies acquired during previous course work. Ongoing supervision of the student will center upon techniques for incorporating knowledge of children, reading, the community and the school into a coherent instructional program of reading education. In addition to assisting with individual and small-group instruction, the student will be expected to provide some assistance in large-group instruction.

REC 100 Environmental Perception 1(0-33)
This course is designed to give the student the basic knowledge and experience necessary to insure greater appreciation and understanding of the natural environment.



REC 101 Introduction To Outdoor Recreation 3(3-0)
Principles and problems involved in the utilization of our natural resources for recreational purposes are emphasized in this course. Emphasis is also placed on the role of outdoor recreation in local, state and federal agencies. The Bureau of Outdoor Recreation is investigated.

REC 110 Interpreting Our National Heritage 3(2-3)
This course introduces the student to the methods used to interpret our historic heritage and our natural resources. The methodology includes visits to national and state historic and natural areas and terminates with the students developing an interpreted program on some relevant topic.

REC 170 Field Training Outdoor Recreation 5(0-40)
This cooperative work experience affords the student an opportunity to become actively involved in outdoor recreation experiences ranging from programming to maintenance. The student spends eleven weeks off campus in a departmentally selected location.

REC 180 Field Training Outdoor Recreation 4(0-40)
This cooperative work experience is optional and affords the student an increased opportunity to become more actively involved in outdoor recreation experiences ranging from programming to maintenance. The student mays elect this course to further enhance his - her qualifications and experiences for possible future employment.

REC 200 Recreation for Special Populations 3(3-0)
This course is an analysis of leisure problems confronting disadvantaged individuals and groups. Specific attention is given to the unique characteristics of the disadvantaged, particularly the aged, physically handicapped, and mentally retarded.

REC 201 Park Maintenance and Operations I 5(3-4)
This course deals with job planning and scheduling; preventive, corrective and contractual maintenance in outdoor and indoor facilities. Special emphasis is placed on maintenance of indoor recreation and park facilities; plumbing, basic electricity and painting.

REC 202 Park Maintenance and Operations II 5(5-0)
This course prepares a student to become certified as a Class I Waste Water Treatment Operator in North Carolina.

REC 203 Park Maintenance and Operations III 5(3-4)
This course is a continuation of REC 201. Preventive maintenance is stressed in the outdoor maintenance of such areas as turfs, outdoor surfaces, athletic fields, roads, parking areas, litter and refuse, vandalism and the liability aspects of recreation maintenance.

REC 204 Environmental Education 3(2-3)
This course will focus on the fauna and flora of southeastern North Carolina and its relationship to man. Skills in campcraft and woodsmanship will also be covered with practical exercises in lab. Emphasis will be placed on outdoor laboratory design and construction for preschoolers. Program planning ideas on the outdoors will be discussed.

REC 206 Recreation Programming 3(3-0)
This course is a study of the essential elements and basic principles involved in the organization, supervision, promotion and evaluation of various types of outdoor recreation programs. Emphasis is on organized programs and services.

REC 207 Aquatic Management 3(3-0)
This course is concerned with the maintenance, supervision and operations of water oriented areas and facilities such as beaches, pools, small lakes, etc.

REC 209 Facility and Site Planning 5(3-6)
This course covers the history of park and recreation facility planning. Emphasis is placed upon the planning principles involved in the design and lay-out of outdoor recreation areas.

REC 210 Recreation Field Study Seminar (guided elective) 3(2-3)
The student gains experience in the field of recreation through visiting and - or working with a variety of recreation or related areas in North Carolina. Involves combination of tours, lectures, demonstrations, and on hand experiences with professional personnel. Sites are selected on relevancy to total curriculum.

REL 201 Survey of the Old Testament 5(5-0)
An historical survey of major events in the religious, socio-economic, and political development of the Hebrew people during the Old Testament period.

REL 202 Survey of the New Testament 5(5-0)
An historical survey of the origin, teachings,and formation of the New Testament.

REL 203 Contemporary Religious Thought 5(5-0)
An investigation of selected movements, men and ideas which have contributed significantly to the development of European and American religious traditions.

SCI 91 Developmental Science 3(3-0)
A developmental course designed exclusively for those students with little preparation and- or poor aptitude in the natural sciences. The three quarter sequence includes a survey of the principles, implication, attitudes, and processes of physical and biological science with emphasis on those topics which portray science as a dynamic methodical process of recognizing and solving natural problems.

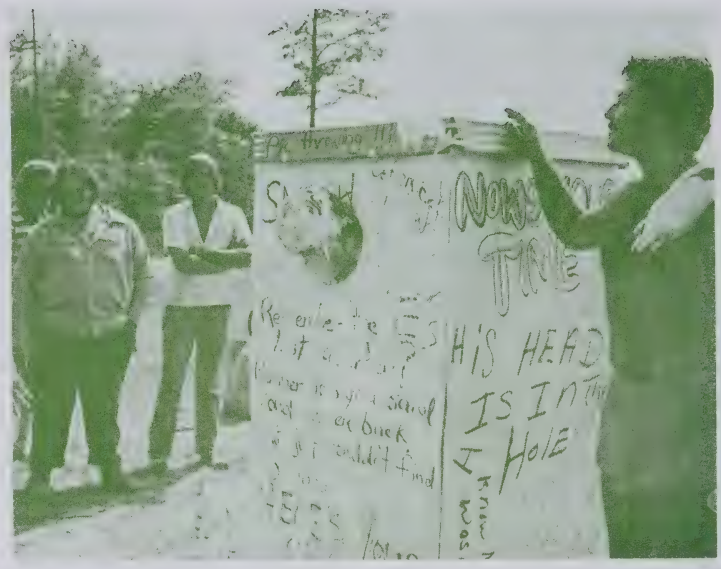
SCI 92 Developmental Science 3(3-0)
A developmental course designed exclusively for those students with little preparation and- or poor aptitude in the natural sciences. The three quarter sequence includes a survey of the principles, implication, attitudes, and processes of physical and biological science with emphasis on those topics with portray science as a dynamic methodical process of recognizing and solving natural problems.

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SOC 101 Enhancing Family Relationships 3(3-0)
This course emphasizes self-esteem, communication skills, and responsible behavior as enhancements to healthy, enjoyable, family relationships. The course structure is informal class discussion with relevant reaction papers assigned. The socialization process is analyzed in terms of wife-husband, child-parent role fulfillments, with special consideration given marriage enrichment and how-to parent theories.

SOC 151 Human Potential Growth Group 3(3-0)
The Human Potential Growth Group is a structured small group experience founded on the assumption that something is right within you. In contrast to traditional group therapy which assumes that something is wrong, it is believed that healthy pesons can most effectively develop their own potential by working from a positive base. During the group experience, the student will be working toward four goals: self-affirmation, self-determination, self-motivation, and emphatic regard for the other people. Throughout the process, the emphasis is on positive and constructive feedback and self-awareness.



SOC 201 Introduction to Sociology 5(5-0)
This course is a study of the fundamental principles and concepts of sociology. Contemporary American institutions in relation to technological change, ethnic groups, population trends and social influences are the focus of the course.

SOC 202 Marriage and the Family 5(5-0)
This course is a study of the family as a social institution — its origins and development, its forms and functions, the interrelation with other social institutions, and its role in contemporary civilization. Congruently, sex roles, socialization, and factors contributing to or mitigating against successful marriages are explored.



SOC 225 Modern Social Problems 5(5-0)
Through examination of existent research and research conducted by the students themselves, this course explores sociocultural change and analyzes today's major social problems. A brief historical review of the origins of these problems is presented.

SPA 101 Elementary Spanish 4(3-2)
A study of basic Spanish grammar. Aural-oral ability of students will be developed along with reading of texts and writing exercises.



SPA 102 Elementary Spanish 4(3-2)
A continuation of SPA 101.

SPA 103 Elementary Spanish 4(3-2)
A continuation of SPA 102.

SPA 201 Intermediate Spanish 4(3-2)
A systematic review of Spanish grammar in conjunction with reading Spanish texts concerning Spanish civilization and culture. Special emphasis is placed on the development of reading comprehension. Prerequisite: SPA 103 or a minimum of two high school units of Spanish.

SPA 202 Intermediate Spanish 4(3-2)
A continuation of SPA 201.

SPA 203 Intermediate Spanish 4(3-2)
A continuation of SPA 202.

SPA 211 Advanced Spanish 4(3-2)
The first in a sequence of courses conducted in the language, stressing the Spanish and Hispanic culture and history, principally as reflected in the literature. Selections from Spanish literature from El Cid to the present and major authors from South and Central America are covered. Prerequisite: SPA 203 or permission of instructor.

SPA 212 Advanced Spanish 4(3-2)
A continuation of SPA 211.

SPA 213 Advanced Spanish 4(3-2)
A continuation of SPA 212.

WLD 1000 Oxyacetylene Welding 3(1-5)
This course covers the basic principles of oxyacetylene welding, with a special emphasis on the severing of metals by the oxyacetylene process. Safety aspects of welding are stressed through the course.

WLD 1001 Arc Welding (Straight Polarity) 3(1-5)
This course covers polarities, heats, electrodes as well as manipulative skills. Manual welding is for the student who likes to work with his hands as well as the beginning student and the person who is already working in the field and wishes to upgrade his skill. Safety aspects of welding are stressed throughout the course.

WLD 1002 Arc Welding (Reverse Polarity) 3(1-5)
This course is designed to develop proficiency in the welding process. Instruction is given in running beads in flat, vertical, overhead and horizontal positions. The welding of structural shapes used in modern construction is emphasized. Safety aspects of welding are stressed throughout the course.

WLD 1003 Arc Welding (Low Hydrogen) 3(1-5)
This course covers structural welding using a low hydrogen electrode. It is beneficial to students who plan to enter the construction field, as well as to students who plan to enter other fields and to professionals wishing to upgrade their welding skills. Safety aspects of welding are stressed throughout the course.

WLD 1004 Inert Gas Shield Welding ("TIG" Process) 3(1-5)
This course covers the practical skills and the theory of the tungsten inert gas welding process, also called heliarc welding. It is beneficial to the beginning welding student as well as to the professional wishing to upgrade his-her skills. Safety aspects of welding are stressed throughout the course.

WLD 1005 Inert Gas Welding ("MIG" Process) 3(1-5)
This course covers the practical skills and the theory of the inert gas shielded, mechanically fed, consumable wire electrode. This process is becoming increasingly utilized where speed of production is required in sheet metal, aluminum, stainless steel, and some of the exotic metals. Practical application of the process is therefore highly stressed in the course with these metals, and safety is underscored.

WLD 1006 Pipe Welding 3(1-5)
This course covers the welding of pipes in fixed positions using 'stick' electrodes as outlined in Section IX of the ASME Code.

WLD 1007 Advanced Pipe Welding Techniques 3(1-5)
This course is designed to prepare the advanced welding student to qualify in the field of industrial pipe welding. Carbon steel, aluminum, and stainless steel applications are emphasized. Prerequisite: WLD 1006 or equivalent.

WLD 1008 Certification Practices 3(1-5)
This course is designed to cover certification standards. The student uses various tests such as: the guided bend, dye penetrant, tensile strength, free bend and other prescribed by the American Welding Society's state and federal codes. The American Society for Testing Materials standards are also used. Prerequisites: WLD 1006 and WLD 1007.

WLD 1101 Basic Arc & Gas Welding 1(0-3)
Welding demonstrations by the instructor and practice by the students in the welding shop is the focus of this course. Safe and correct methods of assembling and operating the welding equipment are covered. Practice for surface welding: bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work is provided as well. Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.

WLD 1120 Oxyacetylene Welding and Cutting 8(3-15)
This course introduces the student to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the field, and to the assembly of units. Welding procedures covered are: puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, brazing, and hard and soft soldering. Students are required to inspect and test the quality of the welds. Safety is stressed throughout the course.

WLD 1121 Arc Welding 8(3-15)
This course covers the operation of AC transformers, and DC motor generator arc welding sets. Included are: welding heats, polarities and electrodes used in joining various metal alloys by arc welding. When the student is proficient in running beads, butt and fillet welds made in all positions are tested by the student himself for quality. Safety is stressed throughout the course.

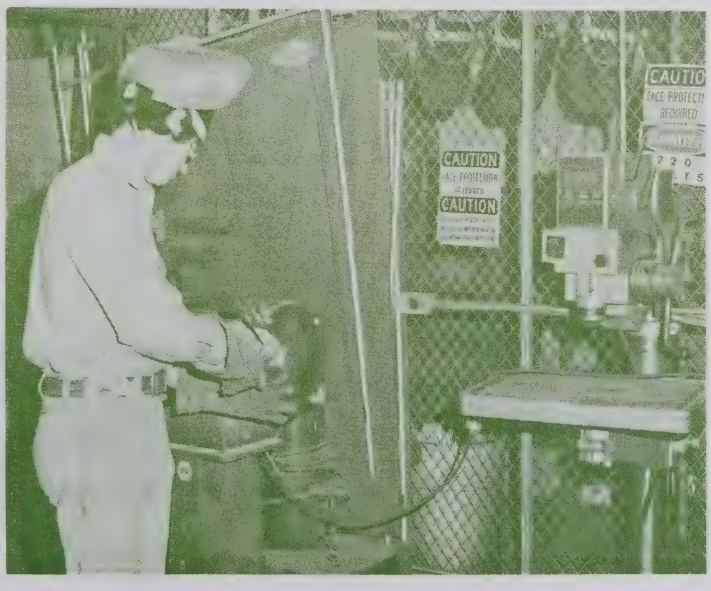
WLD 1122 Commercial and Industrial Practices 8(3-15)
This course is designed to build skills through practice in simulated industrial processes and techniques. Maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection are covered.

WLD 1123 Inert Gas Welding 5(2-9)
This course is an introduction to the practical application of inert - gas shield arc welding. Incuded are: equipment operation, practice in various positions, principles of operation, shielding gases, filler rods, process variations and applications, and manual and automatic welding.

WLD 1124 Pipe Welding 7(3-12)
This course is designed to provide practice in the welding of pressure piping in the horizontal, vertical and horizontal fixed positions using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

WLD 1125 Certification Practices 6(3-9)
This course covers welding the various materials requisite to the meeting of certification standards. The student uses various tests incuding the guided bend and the tensile strength tests to check the quality of his work. The production of quality welds is emphasized.

WLF 206 Wildlife Science 4(3-3)
This course is an introduction to wildlife biology. Topics covered include the interaction between wildlife and man, the manipulation of wildlife habitat, characteristics of wildlife populations, and the life cycles and management of selected widlife species. Labs include field trips to various management areas and talks by wildlife managers.





"An Equal Employment Opportunity/Affirmative Action Employer"

Southeastern Community College
Whiteville, N.C.

ELECTRONIC SERVICING CERTIFICATE

Program Justification

Modern home entertainment systems include spophisticated radio, stereo, and television components. As the popularity of these items increases there will be an increasing demand for trained serviced personnel who have the skills necessary for installing and troubleshooting these systems.

Program Description

This curriculum is designed to provide the student with a basic knowledge of electronic theory and troubleshooting techniques. Basic circuit design, tube and semiconductor theory, radio receiver circuitry, and television theory are the major topics covered in the 396 clock hours of instruction. When offered on a part-time basis in the evening school, the curriculum consists of six quarters of instruction and covers a time span of eighteen months.

Related Job Titles / Employment Possibilities

Graduates of this program working under supervision of experienced radio and television repairmen will test and troubleshoot circuitry, install replacement parts and perform other routine service operations as needed. Through experience and additional in-depth study, graduates of this program may acquire the knowledge and skills to become proficient in diagnosing and servicing radio and television sets.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ELN	1104	Fundamentals of Electronics I	4(2-4)
			5(3-4)
		2nd Quarter	**Credits**
ELN	1105	Fundamentals of Electronics II	4(2-4)
		3rd Quarter	**Credits**
ELN	1106	Amplifer Systems and Servicing	4(2-4)
		4th Quarter	**Credits**
ELN	1107	Practical Radio Servicing	4(2-4)
		5th Quarter	**Credits**
ELN	1115	Television Receiver Circuits and Servicing I	4(2-4)
		6th Quarter	**Credits**
ELN	1116	Television Receiver Circuits and Servicing II	4(2-4)

Total Credit Hours Required: 25

NURSES' ASSISTANT CERTIFICATE

Program Justification

The Nurses' Assistant program is designed to meet the increasing need for training personnel to provide basic nursing care for patients who are convalescing or who have minor illnesses. Working under the supervision of a licensed nurse, the nurses' assistant is an unlicensed health worker who can perform a number of routine tasks that allow the licensed nurse to devote more time to specialized nursing care. Through employment of well-trained nurses' assistants to perform basic nursing care for patients, many hospitals and nursing homes are able to continue functioning efficiently in spite of often critical shortages of licensed nursed.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be considered for admission as special students if they do not meet these requirements.

Related Job Titltes / Employment Possibilities

Excellent job opportunities exist for graduates of the program as nurses' assistants, health assistants, hospital orderlies, medical office assistants, nursing home assistants, and many others. Students completing only the first quarter will be trained in some of the basic skills required for home nursing.

Program Description

This program is offered during the day over a two quarter period. The first quarter of the program provides training in basic medical terminology and home nursing care. The second quarter provides in-depth classroom training in basic nursing skills and more than forty hours of clinical experience.

REQUIRED CURRICULUM

		1st Quarter	Credits
ENG	1101	Communication Skills	5(5-0)
NUR	101	Introduction to Health Care	1(1-0)
NUR	1000	Nurses' Assistant I	3(2-4)
ORI	100	Freshman Orientation	1(1-0)
			10(9-4)
		2nd Quarter	**Credits**
NUR	102	Introduction to Health Care	5(3-6)

WELDING CERTIFICATE

Program Justification

The welding curriculum is designed to provide instruction and training through a short term program for adults not able to participate in the full-time welding diploma program.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles-Employment Possibilities

Welder: pipe-welder; welder fitter; specialist welder; welding supervisor; welding analyst; welding technician; inspector's assistant; inspector; welding foreman; welder; pipe welding; welding positions in industries such as ship building; automotive aircraft; guided missiles; railroads, construction; pipe-fitting; production shop and job shop.

Program Description

Oxyacetylene welding and cutting, arc welding, and inert gas welding are introduced in this program and practical experience with these forms of welding is stressed. Instruction and experience in pipe-welding are also provided. Blueprint reading and template design is an essential part of a welder's education and these are stressed in the welding certificate program.

REQUIRED CURRICULUM

			Credits
ORI	100	Freshman Orientation	1(1-0)
WLD	1000	Oxyacetylene Welding and Cutting	3(1-5)
WLD	1001	Arc Welding (Straight Polarity)	3(1-5)
WLD	1002	Arc Welding (Reverse Polarity	3(1-5)
WLD	1003	Arc Welding (Low Hydrogen)	3(1-5)
WLD	1004	Inert Gas Shield Welding (TIG)	3(1-5)
WLD	1005	Inert Gas Shield Welding (MIG)	3(1-5)
WLD	1006	Pipe Welding	3(1-5)
WLD	1007	Advanced Pipe Welding Tec.	3(1-5)
WLD	1008	Certification Practice	3(1-5)
BPR	1104	Blueprint Reading	2(1-2)
BPR	1117	Blueprint Reading	2(1-2)
BPR	1118	Pattern Development and Sketching	2(1-2)
			34(12-51)

Total Credit Hours Required: 34

Diploma Programs

AIR CONDITIONING AND REFRIGERATION (DIPLOMA)

Program Justification
In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new buildings constructed for business and commercial use have all year comfort systems. Many homes now have air conditioning and the trend is definitely in the direction of more all-year systems of cooling and heating. The trend is equally an upward one for refrigeration systems. The improvement of air conditioning and refrigeration systems requires training persons to install, operate, maintain, and service the complex equipment involved in these systems.

Entrance Requirements
This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles-Employment Possibilities
Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The serviceman is employable in areas of sales, maintenance, installation, and in the expanding fields of truck and trailer refrigeration.

Program Description
The program is designed to train the student in the skills required by the air conditioning and refrigeration areas. These include installation, inspection, maintenance and repair of commercial equipment, connection of motors, compressors, temperature controls, humidity controls and circulating fans to control panels, testing of systems, observation of pressure and vacuum gauges, and adjustments of control to insure proper operation.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
AHR	1121	Principles of Refrigeration	6(4-6)
MAT	1101	Fundamentals of Mathematics	5(5-0)
ENG	1101	Communication Skills	5(5-0)
ELC	1102	Applied Electricity	6(4-6)
			23(19-12)
		2nd Quarter	
AHR	1122	Domestic & Commercial Refrigeration	6(4-6)
MAT	1102	Fundamentals of Algebra	3(3-0)
AHR	1128	Automatic Controls	5(3-6)
BPR	1104	Blueprint Reading	2(1-2)
			16(11-14)
		3rd Quarter	
AHR	1123	Principles of Air Conditioning	10(5-15)
BPR	1116	Blueprint Reading-Air Conditioning	2(1-3)
PSY	1101	Human Relations	3(3-0)
			15(9-18)
		4th Quarter	
AHR	1124	Air Conditioning & Refrigeration Servicing	5(3-6)
AHR	1126	All Year Comfort Systems	5(3-6)
MEC	1120	Duct Construction & Maintenance	5(3-6)
BUS	1103	Small Business Operation	3(3-0)
			18(12-18)

Total Credit Hours Required: 72

AUTOMOTIVE BODY REPAIR (DIPLOMA)

Program Justification
The field of automobile body repair and painting is growing rapidly. As a result of this growth, there is a tremendous demand for well-trained, skilled individuals who can work in all phases of auto body repair.

Entrance Requirements
This program requires a high school diploma or its equivalent. However, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles-Employment Possibilities
Employment opportunities are excellent in the rapidly growing field of auto body repair. Independent repair shops or those which are part of automobile dealer service departments provide many employment opportunities. Many graduates, after gaining experience and developing their skills, open their own repair business.

Program Description
The field of automobile body repair and painting needs many more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practicial experiences as close as possible to actual on the job situations. The practical experience and related training provide an ideal way to prepare the student for entry into an occupation that offers many job opportunities.

REQUIRED CURRICULUM

		1st Quarter	Credits
AUT	1111	Auto Body Repair I	9(4-15)
ENG	1101	Communication Skills	5(5-0)
MAT	1101	Fundamentals of Math	5(5-0)
PME	113	Automotive Wiring Diagrams	3(3-0)
ORI	100	Freshman Orientation	1(1-0)
			23(18-15)
		2nd Quarter	
AUT	1112	Auto Body Repair II	9(4-15)
PHY	1101	Applied Science I	4(3-2)
WLD	1101	Basic Arc and Gas Welding	1(0-3)
PSY	1101	Human Relations	3(3-0)
WLD	1105	Auto Body Welding	1(0-3)
			18(10-23)
		3rd Quarter	
AUT	1113	Metal Finishing and Painting	7(3-12)
AUT	1115	Trim and Glass Installation	5(2-9)
AHR	101	Automotive Heating and Air Conditioning	4(2-4)
PSY	1102	Applied Science II	4(3-2)
			20(10-27)
		4th Quarter	
AUT	1114	Body Shop Applications	10(3-21)
BUS	1103	Small Business Operations	3(3-0)
			13(6-21)

Total Credit Hours Required: 74

AUTOMOTIVE MECHANICS (DIPLOMA)

Program Justification
The technology of automotive vehicles changes each year. There is a need for trained transportation maintenance technicians who have a broad understanding of the principles as well as specialized expertise so they can readily adapt to technological changes and new techniques required in servicing and repair.

Entrance Requirements
This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles-Employment Possibilities
The transportation maintenance technician has a knowledge of laboratory procedures in automotive and associated areas. He-she is capable of operating laboratory equipment and instruments to perform a variety of tests on materials and equipment. Included also may be performance testing of new materials and equipment. The diagnostician, with use of instruments, can locate automotive or electrical defects and arrange for repair. He-she often records data that is required, writes reports and makes recommendations.

Program Description
The program is designed to train the student in the specific skills required to inspect, diagnose, repair and adjust automotive vehicles. Key principles involved in the operation of the modern automobile are explored in a classroom setting, in discussion groups, and, of course, in shop. The program is designed according to the 'career ladder' approach; the student whose chooses to obtain a one-year diploma will take the first four quarters listed in the curriculum below. Students wishing at that time or at a later time to continue in transportation maintenance technology may complete the last four quarters, and receive an Associate in Applied Science Degree, providing a 'C' average has been maintained. See Transportation Maintenance Technology.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
PME	102	Automotive Ignition Systems	5(2-7)
PME	112	Automotive Fuel Systems	5(2-7)
ENG	1101	Communication Skills	5(5-0)
MAT	1101	Fundamentals of Math	5(5-0)
			21(15-14)
		2nd Quarter	
PME	101	Internal Combustion Engines	5(2-6)
PME	111	Engine Rebuilding	4(1-6)
PHY	1101	Applied Science I	4(3-2)
PSY	1101	Human Relations	3(3-0)
WLD	1101	Basic Gas Welding	1(0-3)
			19(9-17)
		3rd Quarter	
PME	121	Automotive Brake Systems	3(1-4)
PME	123	Automotive Chassis & Suspension Systems	4(2-4)
PME	103	Automotive Electrical Systems	4(2-4)
AHR	101	Automotive Heating & Air Conditioning	4(2-4)
PHY	1102	Applied Science II	4(3-2)
			19(10-18)
		4th Quarter	
PME	124	Automotive Transmission & Power Trains	7(3-9)
PME	1125	Automotive Servicing	6(3-9)
BUS	1103	Small Business Operations	3(3-0)
			16(9-18)

Total Credit Hours Required: 73

CARPENTRY AND CABINET MAKING (DIPLOMA)

Program Justification
Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and powertools. The work must conform to local building codes for both residential and commercial structures.

Entrance Requirements
This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Program Description
This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He would have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Related Job Titles-Employment Possibilities

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the speciality as layout carpenter, framing carpenter, concrete form carpenter, saffolding carpenter, accoustical and insulating carpenter, and finish carpenter.

REQUIRED CURRICULUM

		1st Quarter	Credits
MAT	1101	Fundamentals of Mathematics I	5(5-0)
BPR	1110	Blueprint Reading: Building Trades	1(0-3)
CAR	1101	Carpentry	8(3-15)
ORI	100	Freshman Orientation	1(1-0)
			15(9-18)
		2nd Quarter	
ENG	1101	Communication Skills	5(5-0)
MAT	1103	Geometry	3(3-0)
BPR	1111	Blueprint Reading & Sketching	1(0-3)
CAR	1102	Carpentry: Millwork & Cabinet Making	8(3-15)
			17(11-18)
		3rd Quarter	
PSY	1101	Human Relations	3(3-0)
CAR	1113	Carpentry: Estimating	4(3-3)
CAR	1103	Carpentry: Framing	8(3-15)
			15(9-18)
		4th Quarter	
CAR	1114	Building Codes	3(3-0)
BUS	1103	Small Business Operations	3(3-0)
CAR	1104	Carpentry: Finishing	9(3-18)
			15(9-18)

Total Credit Hours Required: 62

CHILD DEVELOPMENT PROGRAM (DIPLOMA) CHILD CARE WORKER

Program Justification

Recent research has reemphasized the importance of fostering maximum learning and development during the early years of life. After all, ages 0-5 are the building block years for a child. In the pre-school years personality is developed, physical growth is great, and the learning of basic concepts is extremely important. To maximize the child's early development it is essential to have trained persons to teach and to create an exciting child-centered environment in which the child can learn and explore.

Entrance Requirements

This program requires a high school diploma or its equivalent. The student must have a desire to work with young children. The student must take placement tests before registering for classes.

Related Job Titles-Employment Possibilities

Persons graduating from the child development program may be employed in day care centers, child-development centers, and private or home operations.

Program Description

The child development program takes place mainly in Southeastern's laboratory observation school for preschoolers. Here the student learns both the physical and psychological characteristics of the pre-school child, as well as learns from practical experience how to be an effective adult in a pre-school program.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ENG	1101	Communication Skills	5(5-0)
CDE	118	Child Development for Day Care Workers	3(3-0)
CDE	104	Foods for Children	4(3-2)
CDE	119	Introduction to Early Childhood Education	4(3-2)
CDE	102	Rhythmic Activities and Creative Expression	4(3-2)
			21(18-6)
		2nd Quarter	
CDE	120	Curriculums for Child Care Centers	5(3-5)
CDE	121	Home and Community Influences on Children	4(3-2)
CDE	106	Science-Preschoolers	4(3-2)
CDE	122	Working with the Young Child with Problems	3(3-0)
MAT	91	Arithmetic Refresher	3(5-0)
			19(17-9)
		3rd Quarter	
CDE	110	Creative Activities for Young Children	5(3-5)
CDE	123	Language Development in Children	4(3-2)
CDE	124	Books for Children	4(3-2)
CDE	125	Administratration and Supervision in a Pre-school Facility	3(3-0)
			16(12-0)
		4th Quarter	
CDE	114	Internship in a Preschool	2(0-20)
HED	206	First Aid and Safety	3(3-0)
CDE	112	Child Guidance	3(3-0)
			8(6-20)

Coop. Ed. CDE 114 Required

Total Credit Hours Required: 64

COSMETOLOGY (DIPLOMA)

Program Justification

The cosmetology field has grown in recent years. The chemical sophistication of cosmetics as well as the growing demand for cosmetological services for both sexes, has increased the need for trained cosmetology specialists.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Jobs Available

Doors to 45 fascinating careers and opportunities are open to the trained cosmetologist.

- permanent wave technicians
- hair stylist
- wig stylist
- hair coloring technician
- electrologist
- salon owner
- salon manager
- cosmetology instructor
- educational director for manufacturers
- merchandising field
- scientific field
- writing field

Passing through any one of these doors present an opportunity for a lifetime career in some facet of the dynamic and galmourous fields of beauty culture.

Program Description

Instruction is provided in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and hair styling. Graduates of the program are eligible to apply to the State Board of Cosmetics Arts to become a Registered Cosmetologist.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
COS	1101	Introduction to Cosmetology	5(5-0)
COS	1102	Manr quin Practice	10(0-30)
			16(6-30)
		2nd Quarter	
COS	1103	Basic Theory I	5(5-0)
COS	1104	Practical Skills I	9(0-25)
ENG	1101	Communications Skills	5(5-0)
			19(10-25)
		3rd Quarter	
COS	1105	Basic Theory II	5(5-0)
COS	1106	Practical Skills II	9(0-25)
BUS	220		
	or		
PSY	1101	Human Relations	3(3-0)
			17(8-25)
		4th Quarter	
COS	1107	Salon Management	5(5-0)
COS	1108	Advanced Hairdressing	10(0-30)
			15(5-30)
		Optional 5th Quarter	
COS	1199	Basic Skill Review	9(0-25)
			9(0-25)

Cooperative Education (optional):

COS	195	1(0-10)
COS	196	2(0-20)
COS	197	3(0-30)
COS	198	4(0-40)

See Page 16.

Total Credit Hours Required: 67

ELECTRICAL INSTALLATION AND MAINTENANCE (DIPLOMA)

Purpose of Curriculum

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment.

This curriculum will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals.

Entrance Requirements

High school diploma or equivalent is desired; however, students not meeting this requirement may be accepted as a special student.

Job Description

The graduate of the electrical program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in our school.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ELC	112	Direct and Alternating Current	10(5-15)
MAT	1101	Fundamentals of Mathematics I	5(5-0)
ENG	1101	Communication Skills	5(5-0)
			21(16-15)

		2nd Quarter	Credits
ELC	113	AC-DC Machines and Controls	10(5-15)
ELN	101	Instruments and Measurements I	2(1-2)
MAT	1102	Fundamentals of Algebra	3(3-0)
BPR	110	Blueprint Reading and Sketching I	2(1-2)
			17(10-19)

		3rd Quarter	Credits
ELC	114	Residential Wiring	8(5-9)
ELN	108	Industrial Electronics I	5(3-6)
PSY	1101	Human Relations	3(3-0)
BPR	113	Blueprint Reading and Sketching II	2(1-2)
			18(12-17)

		4th Quarter	Credits
ELC	115	Commercial and Industrial Wiring	9(5-12)
ELN	109	Industrial Electronics II	5(3-6)
BUS	1103	Small Business Operations	3(3-0)
			17(11-18)

Total Credit Hours Required: 73

INDUSTRIAL MAINTENANCE - ELECTROMECHANICAL (DIPLOMA)

(Pending State Approval)

Purpose of Curriculum

This curriculum will provide a training program in the basic knowledge, fundamentals, and practices involved in industrial maintenance. A large portion of the program is devoted to laboratory and shop instruction to maintain machines that are controlled by electrical and fluid power devices. It is designed to provide a well-rounded individual who can handle a variety of maintenance jobs in the industrial plant.

Entrance Requirements

High school diploma or equivalent is desired; however, students not meeting this requirement may be accepted as a special student.

Job Description

The graduate of this program should be prepared to enter employment as an on-the-job trainee in an industrial plant. The maintenance force performs maintenance inspections, preventive maintenance, repair and overhaul of existing equipment, installs new machines, and salvages old equipment. Also be responsible for keeping production equipment and other components of the plant in good working order.

REQUIRED CURRICULUM

		1st Quarter	Credits
ELC	112	AD-DC Current	10(5-15)
BPR	1104	Blueprint Reading	2(1-2)
MAT	1101	Fundamentals of Math	5(5-0)
ORI	100	Freshman ORI	1(1-0)
			18(12-17)

		2nd Quarter	Credits
PLU	1110	Plumbing Pipework	6(3-9)
PLU	1120	Low Pressure Systems	4(2-6)
ENG	1101	Communication Skills	5(5-0)
MAT	1103	Geometry	3(3-0)
			18(13-15)

		3rd Quarter	Credits
MEC	1145	Measurement & Layout	2(1-3)
MEC	1120	Duct Construction & Maintenance	5(3-6)
PLU	1126	Hydraulic Systems-Plumbing	3(2-3)
WLD	1101	Basic Art & Gas Welding	3(3-0)
PSY	1101	Human Relations	3(3-0)
			16(11-15)

		4th Quarter	Credits
ELC	115	Commercial & Industrial Wiring	9(5-12)
AHR	1126	All Year Comfort Systems	5(3-6)
BUS	1103	Small Business Operations	3(3-0)
			17(11-18)

		5th Quarter	Credits
AHR	1123	Principles of Air Conditioning	10(5-15)
ELN	109	Industrial Electronics II	5(3-6)
			15(8-21)

		6th Quarter	Credits
PLU	1125	Industrial Piping	6(3-9)
WLD	1121	Arc Welding	8(3-15)
			14(6-24)

Total Credit Hours Required: 98

PLUMBING AND PIPEFITTING (DIPLOMA)

Program Justification

Plumbers are the craftsmen who install pipe systems which carry water, steam, air, or other liquids or gases needed for sanitation, heating, industrial production and various other uses. During the past decade there has been a steady increase in the demand for the draftsmen. As building construction continues to increase this demand for plumbers will also increase.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Program Description

The curriculum in plumbing and heating is designed to train the individual to enter this occupation with the knowledge and basic skills that will enable him to perform effectively. Courses in plumbing practices and heating are included to provide practical experience as well as the theoretical information that one must know to advance and keep up-to-date with new innovations. Other courses in communication skills, physics, human relations and business operations are provided to assist the individual in occupational growth.

Related Job Titles-Employment Possibilities

Opportunities for plumbers and pipefitters may be found with plumbing and pipefitting contractors in new building construction. A substantial proportion of plumbers are self-employed or work for plumbing contractors doing repair, alteration, or modernization work. Some plumbers install and maintain pipe systems for government agencies and public utilities, and some work on the construction of ships and aircraft. Pipefitters, in particular, are employed as maintenance personnel in the petroleum, chemical, and food-processing industries.

REQUIRED CURRICULUM

		1st Quarter	Credits
ENG	1101	Communication Skills	5(5-0)
PHY	1101	Applied Science I	4(3-2)
DFT	1110	Blueprint Reading Building Trades	1(0-3)
MAT	1101	Fundamentals of Mathematics	5(5-0)
PLU	1110	Plumbing Pipework	6(3-9)
ORI	100	Freshman Orientation	1(1-0)
			22(17-14)

		2nd Quarter	Credits
PHY	1102	Applied Science II	4(3-2)
DFT	1115	Blueprint Reading: Plumbing Trades	1(0-3)
PLU	1111	Domestic Water Systems	5(2-9)
PLU	1120	Low Pressure Systems	4(2-6)
			14(7-20)

		3rd Quarter	Credits
PSY	1101	Human Relations	3(3-0)
PLU	1121	High Pressure Steam Systems	6(3-9)
WLD	1101	Basic Arc & Gas Welding	3(2-3)
PLU	1112	Installation of Plumbing Fixtures	6(3-9)
			18(11-21)

		4th Quarter	Credits
BUS	1103	Small Business Operations	3(3-0)
PLU	1126	Hydraulic Systems Plumbing	3(2-3)
PLU	1125	Industrial Piping	6(3-9)
PLU	1123	Hot Water and Panel Heating	5(3-6)
			17(11-18)

Total Credit Hours Required: 71

POTTERY PRODUCTION PROGRAM (DIPLOMA)

Program Justification

North Carolina's pottery making industry needs craftsmen producing quality work on a regular basis supply in the many craft-shops in Eastern North Carolina. This program will prepare pottery makers who can function effectively in the field of pottery production, and will provide upgrading to the North Carolina pottery making industry.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Program Description

A four quarter curriculum designed to prepare men and women for gainful employment or self-employment in pottery or pottery related fields. This curriculum takes the practical approach of correlating theoretical concepts of learning with manipulative skills. This is accomplished by integrating theory and skills into one practice of a manipulative nature.

Related Job Titles-Employment Possibilities

Craftsman, glazer, designer, mold-maker, slip-caster in ceramic industry.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
CER	1101	Pottery I Ceramic Materials Procedures & Techniques	14(8-18)
			15(9-18)

		2nd Quarter	Credits
ENG	1101	Communication Skills	5(5-0)
CER	1102	Pottery II Ceramic Materials Procedures & Techniques	8(5-9)
CER	1105	Pottery Practicum II	5(0-15)
			18(10-24)

		3rd Quarter	Credits
BUS	1103	Small Business Operations	3(3-0)
CER	1103	Pottery III Ceramic Materials Procedures & Techniques	8(5-9)
CER	1106	Pottery Practicum II	5(0-15)
			16(8-24)

		4th Quarter	Credits
CHEM	100	Introduction to Modern Chemistry	1(1-0)
CER	1104	Pottery IV. Ceramic Materials, Glaze Theory, Calculations, and Kiln Designs	8(5-9)
CER	1107	Pottery Practicum III	5(0-10)
		Elective (Humanities or Arts.	3(3-0)
			17(9-24)

Total Credit Hours Required: 66

PRACTICAL NURSING (DIPLOMA)

Program Justification

The health-care field has expanded greatly in the last few years. The nursing profession is an integral part of the health-care field and is demanding para-professional as well as professional (registered) nurses.

Entrance Requirements

The Practical Nursing Program is designed to be completed in four quarters. It is designed to accommodate seventeen students. Applicants must have completed high school requirements prior to registration day. Suggested high school subjects include: (1) biology, (2) chemistry, and (3) algebra. Applicants not having completed these courses may take them at S.C.C. prior to admission to the nursing program. Preference is given to applicants maintaining a class standing in the top half of their high school graduating class. The prospective student will be permitted to take the Comparative Guidance and Placement test only once yearly. The required admission scores for the CGP are as follows:

Reading—National percentile of 34 or above
Year 2000—National percentile of 20 or above
Math-National percentile of 20 or above
(Applicants must achieve the required Reading scores).

Applicants may be considerated for admission provided they achieve one of the scores in either Math or Year 2000 with the other score not below the 10th percentile and after persons meeting the minimum scores have been considered.

Application materials for the Practical Nursing Program should be completed and in the Admissions office no later than April 15, for consideration for admission to the class beginning the following September. A completed application folder must include the following: (1) high school transcript, (2) college transcript(s) if applicant attended another college, (3) medical record, (4) dental record, (5) Comparative Guidance and Placement test scores, and (6) suitability statement from student's advisor if applicant is student at S.C.C. The applicant will assume the responsibility for assuring that these forms are in the folder. Medical and Dental records must be mailed directly to the Admissions Office by the doctor.

Applicants will be interviewed and counseled regarding the results of the Comparative Guidance and Placement test. Those who fail to meet the established high school and-or CGP admission criteria will not receive further consideration for admission into the Practical Nursing Program. Applicants not meeting the established requirements will be counseled regarding other programs offered at S.C.C.

Applicants meeting the nursing admission requirements will be interviewed by the Nursing Admissions Committee. The acceptance or rejection of the applicant will be determined by the Nursing Admissions Committee.

The applicant will be required to provide evidence to the Nursing Department that they meet the following conditions:

Physical and emotional health and physical capability on a level which would indicate the applicant's ability to provide safe nursing care to the public. This includes vision, hearing, and physical capability on a level acceptable with safe nursing care.

The Nursing Department will rule in individual cases of unusual medical problems as to the suitability of the applicant to provide safe nursing care.

Students who are not willing to attend clinical labs and adhere to hospital regulations as prescribed by the nursing curriculum, including time and place, will not be accepted into the program.

The Nursing Department operates within contracts that the college has with area hospitals for clinical experences and will not knowingly accept a student that does not comply with area hospital standards.

Those students who have demonstrated a potential for nursing in previous admission may be given priority on readmission over a new applicant.

The Nursing Department reserves the right to dismiss from the program a student who presents problems in physical or emotional health that do not respond to appropriate treatment and-or counseling within a reasonable period of time. Further, a student may be dismissed if he-she demonstrates behavior which conflicts with safety essential to nursing practice.

The grading scale for the Practical Nursing Program is as follows:

A - 93-100
B - 85-92
C - 84-77
F - 76.99 or below

Clinical labs are evaluated as satisfactory or unsatisfactory. Student must pass in clinical area in order to register for following quarter regardless of theory grade. All nursing courses must be successfully completed each quarter before registering for the next quarter.

Attendance is essential. The student is responsible for all material covered and tests given in his-her absence. Clinical absence shall not exceed two (2) and classroom absences shall not exceed three (3). Clinical days missed will have to be made up. Tests will be rescheduled at the convenience of the instructor. Excess absences may constitute dismissal from the program. The nursing instructor must be notified before clinical lab begins if a student is unable to attend; failure to do so will constitute an unsatisfactory lab grade. Three (3) tardy days constitute one absence.

Students are required to wear regulation uniforms, name pins, white shoes, white hose, and cap while on clinical assignment. The uniform should touch the top of the knee. Uniforms must be clean and neat. A watch with second hand and plain washable band, bandage scissors, and pen with black ink are required. Hair must be neat. It should be styled off the collar and close to the head. If worn, earrings must be simple and discreet. Cosmetics should be worn sparsely if at all.

Students are required to purchase liability malpractice insurance. The forms will be furnished on acceptance into the program. The policy number must be on file in the Director's office prior to clinical assignment.

Transportation to and from clinical labs will be provided by the student.

Since Practical Nursing Education Programs vary from school to school in both content and sequence of courses, we do not have a policy to accept students except in the fall quarter.

Related Jobs-Employment Possibilities

Practical Nurse. The practical nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and in some localities, public health facilities. In all situations the practical nurse functions under supervision of a registered nurse and-or licensed physician. The practical nurse may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Program Description

The Practical Nursing program is accredited by the North Carolina Board of Nursing. Graduates of this program will be eligible to take the State Board Test Pool Licensing Examination for registration as a Practical Nurse.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
NUR	1101	Fundamentals of Practical Nursing I	9(7-6)
NUR	1110	Anatomy and Physiology	5(5-0)
NUR	1111	Nutrition	5(5-0)
ENG	1103	Language Skills Practical Nursing	5(5-0)
			25(23-6)

		2nd Quarter	Credits
NUR	1102	Fundamentals of Practical Nursing	6(5-3)
NUR	1112	Maternity Nursing	7(5-6)
NUR	1103	Medical-Surgical Nursing I	6(4-6)
			19(14-15)

		3rd Quarter	Credits
NUR	1104	Medical-Surgical Nursing II	8(5-9)
NUR	1114	Pediatric Nursing	7(4-9)
NUR	1115	Pharmacology I	4(4-0)
			19(13-18)

		4th Quarter	Credits
NUR	1116	Pharmacology II	4(4-0)
NUR	1105	Medical-Surgical Nursing III	14(6-24)
			18(10-24)

Pre-requisite: Student must successfully pass all nursing courses each quarter before registering for the next quarter.

Total Credit Hours Required: 81

VETERAN FARM AGRICULTURAL PROGRAM (DIPLOMA)

Program Description
This program is designed for veterans who farm or are engaged in agriculture employment. Only those veteran students who are engaged in suitable agriculture employment will qualify for VA benefits. If a student fails to continue to meet the agricultural employment requirement, his eligiblity will be terminated. The program utilizes a "career ladder" approach. This means that the student may pursue either a Diploma, or with the addition of several courses to the Diploma curriculum, he may obtain an Associate in Applied Science degree.

Entrance Requirements:
The Veteran Farm Agriculture Program is open to anyone desiring to further their education in the area of agriculture. Those persons desiring VA benefits must receive their principal source of income from farming. This criteria will be evaulated by an on-site visit to determine VA eligibility.

Program Justification
Rapid social and technological change has had many repercussions on agriculture. This program allows the veteran farmer to continue farming and at the same time update his knowledge of agriculture and relevant skills. The importance of this program in a rural primarily agricultural economy cannot be overstressed.

REQUIRED CURRICULUM

		1st Quarter	Credits
AGR	100	Farm Pond Development	1(1-0)
AGR	101	Farm Tractor I	3(2-3)
AGR	102	Farm Business Management	2(2-0)
AGR	104	Beef & Swine Production	2(2-0)
			8(7-3)

		2nd Quarter	Credits
AGR	107	Farm Tractors II	4(5-3)
AGR	123	Horticulture	2(2-0)
			6(7-3)

		3rd Quarter	Credits
AGR	107	Farm Accounting & Records	2(2-0)
AGR	109	Soil Science & Forage Crops	2(2-0)
AGR	125	Cabinet Making & Repair	3(2-3)
MAT	191	Metric System	1(1-0)
			8(7-3)

		4th Quarter	Credits
AGR	124	Plant Propagation & Identification	2(2-0)
AGR	134	Tobacco Productions	2(2-0)
AGR	114	Farm Electrification	3(2-3)
AGR	131	Soybean Production	2(2-0)
			9(8-3)

		5th Quarter	Credits
AGR	156	Techniques of Welding I	3(2-3)
AGR	111	Feeds and Feeding	2(2-0)
AGR	113	Wildlife Management	2(2-0)
AGR	115	Farm Service Agency	1(1-0)
			8(7-3)

		6th Quarter	Credits
AGR	136	Agricultural Math	1(1-0)
AGR	130	Pesticides	2(2-0)
AGR	132	Livestock Diseases & Parasites	2(2-0)
AGR	122	Farm Machinery Repair & Maintenance I	3(2-3)
			8(7-3)

		7th Quarter	Credits
AGR	128	Farm & Home Construction I	3(2-3)
AGR	121	Weed Identification & Control	2(2-0)
AGR	135	Agriculture Law	2(2-0)
AGR	140	Vegetable Production	1(1-0)
			8(7-3)

		8th Quarter	Credits
AGR	138	Farm Records & Taxes	2(2-0)
AGR	139	Fertilizers & Lime	2(2-0)
AGR	158	Farm & Home Construction II	3(2-3)
AGR	162	Farm Marketing	1(1-0)
			8(7-3)

		9th Quarter	Credits
AGR	144	Opportunities in Agriculture Business	1(1-0)
AGR	133	Farm Water & Plumbing Systems I	3(2-3)
AGR	110	Animal Science	2(2-0)
AGR	117	Grain Crops & Animal Feed	2(2-0)
			8(7-3)

		10th Quarter	Credits
AGR	153	Farm Water & Plumbing Systems II	3(0-5)
AGR	141	Surveying	3(2-3)
			6(2-8)

		11th Quarter	Credits
AGR	137	Home Appliance Repair	4(2-3)
AGR	143	New Sources of Farm Income	2(2-0)
AGR	163	Seed Production	2(2-0)
AGR	164	Community Leadership	1(1-0)
			9(7-3)

		12th Quarter	Credits
AGR	171	Farm Insurance	2(2-0)
AGR	172	Outdoor Recreation	1(1-0)
AGR	173	Forest Farm Management	2(2-0)
AGR	174	Botany	3(2-3)
			8(7-3)

Total Credit Required Hours: 94

Nine Month Extension

Program Rationale
The nine month farm cooperative program extension is designed to give qualified students in-depth training in the agricultural sciences over and above the training provided in the regular thirty-six month farm cooperative program. Modern farming methods are becoming increasingly more complex and sophisticated. In order to deal with these complexities and effectively utilize modern equipment and other advances in agriculture, the farmer must continually upgrade his knowledge of the latest in farming must continually upgrade his knowledge of the latest in farming methods. Courses offered in the nine month extension are designed to provide the farmer with a practial knowledge of the very latest in agricultural research and farming techniques.

Program Objectives
1. To increase efficiency in farming through a better understanding of the latest developments in agricultural technology.

2. To encourage continued education on the part of individuals engaged in farming as their principle.

3. To provide the veteran farmer with more than a basic understanding of all phases of farm operations and improve his skill as a farm manager.

		13th Quarter	Credits
AGR	225	Structural Design of Farm Buildings	3(3-0)
AGR	226	Livestock Disease Control	3(3-0)
AGR	227	Breeding of Farm Animals	2(2-0)
AGR	228	Economic Organization of Agriculture	2(2-0)
			10(10-0)

		14th Quarter	Credits
AGR	229	Vegetable Harvesting and Grading	2(2-0)
AGR	230	Food Process and Storage	3(3-0)
AGR	231	Swine Management and Production	3(3-0)
AGR	232	Farm Safety	2(2-0)
			10(10-0)

		15th Quarter	Credits
AGR	233	Farm Labor Management	2(2-0)
AGR	234	Farm Estate and Business Planning	3(3-0)
AGR	235	Chemical Control of Weeds	2(2-0)
AGR	236	Agricultural Communications	3(3-0)
			10(10-0)

WELDING (DIPLOMA)

Program Justification
Welding, the joining together of metals, is an essential component in a wide range of industries. A competitive job market is demanding well-trained persons in all the trade areas, including welding.

Entrance Requirements
This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles-Employment Possibilities
Welder; pipe-welder; welder fitter; specialist welder; welding supervisor; welding analyst; inspector; welding foreman; welder; welding positions in industries such as shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe-fitting, production shop and job shop.

Program Description
The program emphasizes the development of a high degree of skill in various types of welding, including arc, gas and resistance welding. Additionally, a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blue-print reading is stressed in the welding program.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
WLD	1120	Oxyacetylene Welding and Cutting	8(3-15)
MAT	1101	Fundamentals of Mathematics I	5(5-0)
BPR	1104	Blueprint Reading Mechanical I	2(1-2)
PHY	1101	Applied Science I	4(3-2)
ENG	1101	Communication Skills	5(5-0)
			25(18-19)

		2nd Quarter	Credits
WLD	1121	Arc Welding	8(3-15)
MAT	1103	Geometry	3(3-0)
BPR	1117	Blueprint Reading: Welding	2(1-2)
PHY	1102	Applied Science II	4(3-2)
			17(10-19)

		3rd Quarter	Credits
WLD	1124	Pipe Welding	7(3-12)
WLD	1123	Inert Gas Welding	5(2-9)
BPR	1118	Pattern Development and Sketching	2(1-2)
PSY	1101	Human Relations	3(3-0)
			17(9-23)

		4th Quarter	Credits
WLD	1122	Commercial and Industrial Practices	8(3-15)
WLD	1125	Certification Practices	6(3-9)
BUS	1103	Small Business Operations	3(3-0)
			17(9-24)

Total Credit Hours Required: 76

Technical Programs

AGRICULTURE SCIENCE (ASSOCIATE IN APPLIED SCIENCE)

Program Justification
Rapid social and technological change has resulted in many technical changes in agriculture. This curriculum allows the students to continue farming and at the same time, update his knowledge of agriculture and other relevant skills. The importance of this program in a rural, primarily agricultural economy cannot be overstressed.

ADMISSION REQUIREMENTS
Student must have a high school diploma or GED. Will admit student who has proven experience in given field and who is willing to work towards completing GED at SCC. Student must have approval of instructor and other necessary administrative supervisors.

Program Description
This curriculum is designed to develop the basic skills that are needed to operate and manage a successful farm operation. Emphasis is placed on the student's abilities to put into practice on the farm skills learned in classes or laboratories.

The increasing need for sophisticated farm methods and increased capital requirements demand an efficient and economical farm operation.

Curriculum courses will be taught at specific times to permit the student to operate his farm while attending college. This is accomplished by the summer and spring quarters being taught at night, while the fall and winter quarters are taught during the day.

REQUIRED CURRICULUM

		1st Year Fall Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
AGR	114	Farm Electricity	3(2-3)
AGR	145	Farm Marketing	3(2-3)
HOR	204	Horticulture	3(2-3)
+RDG	101	Reading	3(3-0)
AGR	160	Farm Service Agency	3(3-0)
			16(13-9)

		Winter Quarter	Credits
PHS	102	Physical Science	4(3-2)
FOR	105	Soil Science	3(2-3)
FOR	205	General Construction	5(3-6)
AGR	163	Seed Production	2(2-0)
			14(10-11)

		Spring Quarter (Night Schedule)	Credits
AGR	155	Tobacco Production	3(3-0)
AGR	146	Soybean & Corn Production	3(3-0)
+MAT	191	Metric System	1(1-0)
AGR	147	Fertilizer & Lime	3(2-2)
AGR	157	Agriculture Calculation	3(3-0)
			13(12-2)

		Summer Quarter	Credits
AGR	170	Farm Cooperative Experience	4(0-40)
AGR	175	Farm Records	4(1-6)
AGR	176	Farm Business Management	4(1-6)
			12(2-52)

		2nd Year Fall Quarter	Credits
+ENG	101	Freshman English	3(3-0)
AGR	199	Farm Forest Management	3(3-0)
AGR	209	Beef & Swine Production	3(3-0)
AGR	156	Welding	3(2-3)
AGR	203	Farm Taxes	3(3-0)
AGR	200	Small Engine Mechanics	4(2-4)
			19(16-7)

		Winter Quarter	Credits
ENG	161	Speech Communications	3(3-0)
AGR	208	Feeds & Feeding	3(3-0)
AGR	133	Farm Plumbing	3(2-3)
AGR	101	Farm Tractors Repair I	3(2-3)
BUS	220	Human Relations	3(3-0)
			15(13-6)

		Spring Quarter (Night Schedule)	Credits
AGR	204	Farm Insurance	3(3-0)
AGR	137	Home Appliance Repair	3(2-3)
AGR	205	Pesticides	3(3-0)
AGR	206	Farm Safety	1(1-0)
AGR	207	Agriculture Law	3(3-0)
			13(12-3)

Cooperative Education

AGR	170	Farm Cooperative Experience Required	4(0-40)
AGR	180	Farm Cooperative Experience Optional	4(0-40)

See Page 16.

Total credit hours required: 102

+Students may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91, MAT 92.

BASIC BUSINESS ADMINISTRATION (ASSOCIATE IN APPLIED SCIENCE)

Program Justification
Business is becoming increasingly complex. The uncertain economy is demanding more and more that persons entering related areas are highly trained and skilled.

Entrance Requirements
The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles-Employment Possibilities
Employment possibilities exist in areas of business management, retailing, economics, and finance.

Program Description
The Basic Business Administration program is designed to meet the requirements of those students who plan to enter the fields of management finance, accounting or economics.

REQUIRED CURRICULUM

		1st Quarter	Credits
BUS	101	Beginning Typewriting	3(1-4)
BUS	105	Introduction to Business	5(5-0)
RDG	101	College Reading	3(3-0)
BUS	141	Business Mathematics I	3(3-0)
PED	101	Physical Fitness	2(1-2)
ORI	100	Orientation	1(1-0)
			17(14-6)

		2nd Quarter	Credits
BUS	142	Business Mathematics II	3(3-0)
BUS	124	Business Finance	3(3-0)
BUS	106	Business Law	3(3-0)
ENG	101	Freshman English	3(3-0)
BUS	130	Introduction to Data Processing Systems	5(4-2)
PED	—	Sports Activity	1(0-3)
			18(16-5)

		3rd Quarter	Credits
BUS	107	Business Law II	3(3-0)
ENG	102	Freshman English	3(3-0)
BUS	239	Salesmanship	3(3-0)
BUS	240	Advertising	3(3-0)
Elective		(Social or Behavioral Science	5(5-0)
			17(17-0)

		4th Quarter	Credits
BUS	111	Principles of Accounting I	4(3-2)
BUS	221	Economic Principles I	5(5-0)
BUS	116	Office Machines I	5(3-4)
BUS	226	Marketing	3(3-0)
			17(14-6)

		Fifth Quarter	Credits
BUS	231	Fundamentals of Management I	3(3-0)
BUS	219	Business Communications	3(3-0)
BUS	112	Principles of Accounting II	4(3-2)
BUS	222	Economic Principles II	5(5-0)
BUS	247	Business Insurance	3(3-0)
			18(17-2)

		6th Quarter	Credits
BUS	113	Principles of Accounting III	4(3-2)
BUS	232	Fundamentals of Management II	3(3-0)
BUS	220	Human Relations in Business	3(3-0)
BUS	233	Personnel Management	3(3-0)
BUS	229	Income Taxes	4(3-2)
			17(15-4)

Cooperative Education Optional

BUS	195		1(0-10)
BUS	196		2(0-20)
BUS	197		3(0-30)
BUS	198		4(0-40)

See Page 16.

TOTAL CREDIT HOURS -104

+Students may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91.

Note: Basic Business Administration is also taught during the evening hours.

CHILD DEVELOPMENT PROGRAM (ASSOCIATE IN APPLIED SCIENCE) EARLY CHILDHOOD SPECIALIST

PROGRAM JUSTIFICATION

Recent research has reemphasized the importance of fostering maximum learning and development during the early years of life. After all, ages 0-5 are the building block years for a child. In the pre-school years personality is developed, physical growth is great, and the learning of basic concepts is extremely important. To maximize the child's early development it is essential to have trained persons to teach and to create an exciting child-centered environment in which the child can learn and explore.

Entrance Requirements

The student must be a high school graduate or hold a high school equivalency certificate, and be interested in working with children.

Related Job Titles-Employment Possibilities

Persons graduating from the child development program may be employed in day care centers, child - development centers, and private or home operations.

Program Description

The child development program takes place mainly in Southeastern's laboratory observation school for pre-schoolers. Here the student learns both the physical and psychological characteristics of the pre-school child, as well as learns from practical experience how to be an an effective adult in a pre-school program.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	College Orientation	1(1-0)
+ENG	101	Freshman English	3(3-0)
+RDG	101	College Reading	3(3-0)
CDE	103	Child Psychology-Conception Six	3(3-0)
CDE	106	Science for the Preschooler	4(3-2)
RDG	207	Reading-Content Area	5(3-6)
			19(15-8)

		2nd Quarter	Credits
ENG	102	Freshmen English	3(3-0)
CDE	116	The Exceptional Child	3(3-0)
CDE	115	Child Psychology - Six - Adolescence	3(3-0)
ART	180	Art for Elementary Teachers	5(5-0)
CDE	101	Observation and Recording	3(2-3)
			17(16-3)

		3rd Quarter	Credits
CDE	111	Literature for Children	5(3-6)
EDU	101	Math for the Preschooler	3(3-0)
PSY	201	Introduction to Psychology Elective	5(5-0) 5(5-0)
			18(18-6)

		4th Quarter	Credits
MUS	106	Music for the Preschooler	4(3-2)
EDU	250	Instructional Media	5(5-0)
CDE	105	Preschool Education	5(3-6)
BUS	101	Typewriting I	3(1-4)
REC	204	Environmental Education	3(3-2)
			20(17-14)

		5th Quarter	Credits
CDE	112	Child Guidance	3(3-0)
CDE	104	Foods for Children	4(3-2)
MUS	107	Music	4(3-2)
SOC	201	Sociology	5(5-0)
+MAT	180	Math-Elementary	5(5-0)
			21(19-4)

		6th Quarter	Credits
MUS	108	Music	4(3-2)
CDE	113	Marriage and Family Relations	3(3-0)
HED	206	First Aid and Safety	3(3-0)
CDE	107	Parent Education	2(2-0)
CDE	108	Preschool Practicum	5(3-5)
			17(14-7)

		7th Quarter	Credits
CDE	117	Internship in a Public School	4(0-40)

Required Cooperative Education CDE 117
Optional Cooperative Education CDE 195 1(0-10)
CDE 196 2(0-20)

Total Credit Hrs. 116

See Page 16.

TEACHER ASSOCIATE (READING TEACHING EMPHASIS)

Program Description

This is a program in which the individual will learn methods and techniques of teaching reading. The student will also learn to use basic materials common in the public schools. This program is designed with a background in Child Development.

Entrance Requirements

The student must be a high school graduate or have passed the GED with an interest in working with children.

Job Opportunities:

Jobs are available in the public schools as reading assistants and reading tutors.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	College Orientation	1(1-0)
+ENG	101	Freshman English	3(3-0)
+RDG	101	College Reading	3(3-0)
CDE	103	Child Psychology-Conception-Six	3(3-0)
CDE	106	Science for the Preschooler	4(3-2)
RDG	207	Reading-Content Area	5(3-6)
			19(16-8)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
CDE	116	The Exceptional Child	3(3-0)
CDE	115	Child Psychology-Six-Adolescence	3(3-0)
ART	180	Art for Elementary Teachers	5(5-0)
CDE	101	Observation and Recording	3(2-3)
			17(16-3)

		3rd Quarter	Credits
CDE	111	Literature for Children	5(3-6)
EDU	101	Math for the Preschooler	3(3-0)
PSY	201	Introduction to Psychology Elective	5(5-0) 5(5-0)
			18(16-6)

		4th Quarter	Credits
MUS	106	Music for the Preschooler	4(3-2)
EDU	250	Instructional Media	5(5-0)
CDE	105	Preschool Education	5(3-6)
BUS	101	Typewriting I	3(1-4)
REC	205	Environmental Education	3(3-2)
			20(15-14)

		5th Quarter	Credits
RDG	201	Methods, Materials, Techniques of Teaching Reading	4(3-3)
RDG	202	Evaluation of Reading Programs Materials, and Achievement Tests	3(3-0)
RDG	203	Language Arts for Children	3(3-0)
HED	206	First Aid and Safety	3(3-0)
RDG	204	Reading Seminar I	3(2-3)
			16(14-6)

		6th Quarter	Credits
RDG	205	Methods, Materials, Techniques of Teaching Reading	4(3-3)
RDG	206	Reading Seminar II	3(2-3)
SOC	201	Introduction to Sociology	5(5-0)
RDG	208	Reading for the Exceptional Child	3(3-0)
			15(13-6)

		7th Quarter	Credits
RDG	210	Internship in Public School Reading Program (Supervised by Reading Specialist from SCC)	4(0-40)

Required Cooperative Education RDG 210
Optional Cooperative Education CDE 195 1(0-10)
CDE 196 2(0-20)

Total Credit Hrs. 109

See Page 16.

CRIMINAL JUSTICE (ASSOCIATE IN APPLIED SCIENCE)

Program Justification

Social change is occurring very rapidly today. Perhaps more so than in any other profession, the criminal justice professional must remain updated on the ramifications of social change and how human behavior and human institutions are affected by the criminal justice system. To function effectively, the criminal justice professionals must be properly educated and trained. They must not only be knowledgable concerning the legal doctrine of the system but must also be psychologically prepared to cope with the various situations that they are likely to encounter.

Entrance Requirements

The student must be a high school graduate or hold a high school equivalency certificate.

Related Employment Possibilities

Law Enforcement positions within municipal, state and federal agencies, corrections positions within, state and federal agencies, industrial and private security, and employment in some social service positions. Examples: Social Worker, Counseling, Investigations, etc.

Program Description

This program is designed to develop the proper skills necessary to function effectively in the criminal justice and related systems as well as to develop and enhance certain attitudes. Communications between individual and groups as well as human relations are emphasized. The student has the choice of two options; Law Enforcement or Corrections.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
+RDG	101	Reading	3(3-0)
+ENG	101	Freshman English	3(3-0)
CJC	101	Introduction to Criminal Justice	5(5-0)
CJC	102	Criminal Law I	3(3-0)
		Lab Science Elective	4(3-2)
			19(18-2)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
CJC	103	Criminal Procedure	3(3-0)
CJC	104	Introduction to Criminology	5(5-0)
CJC	105	Criminal Evidence	3(3-0)
SOC	201	Introduction to Sociology	5(5-0)
			19(19-0)

		3rd Quarter	Credits
ENG	161 or 103	Fund. of Speech Comm. Freshman English	3(3-0)
CJC	107	Applied Police Psychology	3(3-0)
CJC	108	Criminal Law II	3(3-0)
POL	201	American Federal Gov.	5(5-0)
PSY	201	Introduction to Psychology	5(5-0)
			19(19-0)

(Law Enforcement Option)

		4th Quarter	Credits
CJC	206	Technical Report Writing	3(3-0)
CJC	200	Motor Vehicle Laws	3(3-0)
CJC	201	Organization and Admin.	5(5-0)
CJC	202	Juvenile Justice	5(5-0)
CJC	203	Interviews and Interrogations	3(3-0)
			19(19-0)

		5th Quarter	Credits
HED	206	First Aid and Safety	3(3-0)
CJC	204	Police Supervision	3(3-0)
CJC	205	Identification Techniques	4(4-0)
POL	202	American State and Local Govt.	5(5-0)
+BUS	141 or	Business Math	3(3-0)
+MAT	101	Fund. of Math	
			18(18-0)

		6th Quarter	Credits
CJC	207	Photography	4(3-2)
CJC	208	Criminal Investigation	5(5-0)
CJC	209	Forensic Science	4(4-0)
CJC	106	Community Relations	3(3-0)
		Elective (free)	3(3-0)
			19(18-2)

Optional Cooperative Education

CJC	195	1(0-10)
CJC	196	2(0-20)
CJC	197	3(0-30)
CJC	198	4(0-40)

See Page 16

Total Credit Hours Required:
Law Enforcement Option: 113

(Correction Option)

		4th Quarter	Credits
CJC	206	Technical Report Writing	3(3-0)
CJC	202	Juvenile Justice	5(5-0)
SOC	225	Social Problems	5(5-0)
PSY	203	Abnormal Psychology	5(5-0)
			18(18-0)

		5th Quarter	Credits
CJC	212	Corrections	5(5-0)
POL	202	Amer. State & Local Govt.	5(5-0)
CJC	213	Confinement Facilities Adm.	3(3-0)
CJC	214	Corrections Law	3(3-0)
+BUS	141	Business Math	3(3-0)
	or		
+MAT	101	Fund. of Math	
			19(19-0)

		6th Quarter	Credits
CJC	216	Community Based Cor.	3(3-0)
CJC	217	Corrections Counseling	5(4-2)
CJC	218	Paroles, Probation, Pardons	3(3-0)
CJC	219	Rehabilitation	3(3-0)
CJC	220	Human Relations	3(3-0)
			17(16-2)

		Electives	Credits
CJC	232	Self-Defense-Forms and Positions	2(0-6)
CJC	233	Control Methods in Self-Defense I	2(0-6)
CJC	234	Control Methods in Self-Defense II	2(0-6)
CJC	235	Control Methods in Self-Defense III	2(0-6)
CJC	236	Firearms Safety	1(1-0)
			9(1-24)

Optional Cooperative Education

CJC	195	1(0-10)
CJC	196	2(0-20)
CJC	196	3(0-30)
CJC	197	4(0-40)

See Page 16

Total credit hours required:
Law Enforcement Option: 113
Correction Option: 111

+The student may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91.

ELECTRICAL ENGINEERING TECHNOLOGY (ASSOCIATE IN APPLIED SCIENCE)

Purpose of Curriculum

Electricity has influenced the design of machines and controls for industry. It has increased manufacturing capabilities, and has provided for labor saving devices in business, industry and home.

The explosion of technical knowledge within the last ten years has created a demand for competently trained technicians capable of applying electrical principles in today's complex industrial settings. It has also placed a demand upon educational institutions to adequately train technicians for jobs in the areas of research, design, development, production, maintenance, construction and sales.

Entrance Requirements

The student should be a high school graduate or hold a high school equivalency certificate.

Job Description

This is not a Pre-Engineering Curriculum. It is organized to provide a basis for entry into a variety of occupations in the electrical and electronic field. The fundamentals of electricity including wiring installations, electrical circuits, the measurement of voltage, current, power, and power factor of single and polyphase alternating circuits are covered. Additionally, a background in motor and motor control systems, industrial and electronic control systems, business procedures, business organization and business practices, mathematical and communications skills is presented. The program utilizes the "career-ladder" approach. The student may transfer to the one year diploma program (Electrical Installation & Maintenance) before the 3rd Quarter with full credit if he finds he is unable to complete the related requirements for their degree. The last three quarters are flexibile and with permission from the occupational dean with the student's advisor, electives may be taken instead of some courses.

REQUIRED CURRICULUM

		1st Quarter	Credits
ELC	112	Direct and Alternating Current	10(5-15)
+MAT	121	Basic Algebra I	5(5-0)
+RDG	101	Reading	3(3-0)
ORI	100	Freshman Orientation	1(1-0)
			19(14-15)

		2nd Quarter	Credits
ELC	113	AC-DC Machines-Controls	9(5-12)
ELN	101	Instruments and Measurements I	2(1-2)
MAT	122	Basic Algebra II	5(5-0)
ENG	151	Voice and Diction	3(3-0)
			19(14-14)

		3rd Quarter	Credits
ELN	108	Industrial Electronics I	5(3-6)
ELN	102	Instruments and Measurements II	2(1-2)
MAT	123	Electronic Math I	5(5-0)
ENG	161	Fundamentals of Speech Communications	3(3-0)
BPR	110	Blueprint Reading and Sketching I	2(1-2)
			17(13-10)

		4th Quarter	Credits
ELN	109	Industrial Electronics II	5(3-6)
BPR	113	Blueprint Reading and Sketching II	2(1-2)
BUS	235	Small Business Management	3(3-0)
+ENG	101	Freshman English I	3(3-0)
			13(10-8)

		5th Quarter	Credits
ELC	215	Electrical Machines	4(2-5)
ELN	205	Control Devices	7(5-4)
MAT	221	Electronic Math II	5(5-0)
		Elective	
		Social Science	3-5 hrs.
		Humanities	3-5 hrs.
		Lab Science	3-5 hrs.
			19/21(15/17 - 9)

		6th Quarter	Credits
ELC	225	Elect. Controls & Circuits	6(3-9)
ELN	220	Electronic Systems	7(5-4)
ENG	102	Freshman English	3(3-0)
		Elective	
		Social Science	3-5 hrs.
		Humanities	3-5 hrs.
		Lab Science	3-5 hrs.
			19/21(14/16 -13)

		7th Quarter	Credits
ELC	235	Planning Electrical Installations	5(3-6)
ENG	104	Technical Writing	3(3-0)
		Elective	
		Social Science	3-5 hrs.
		Humanities	3-5 hrs.
		Lab Sci	3-5 hrs.
			11/13(9/11 - 6)

Optional Cooperative Education

ELC	195	1(0-10)
ELC	196	2(0-20)
ELC	197	3(0-30)
ELC	198	4(0-40)

See Page 16.

Total Credit Hours Required: 118 or 123

+The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

FOREST MANAGEMENT TECHNOLOGY (ASSOCIATE IN APPLIED SCIENCE)

Program Justification
Forestry is a broad scientific field in which there have been many technological advances in recent years. This has created a need for a new type of resource person who possess the necessary understanding of forest management principles and theory. Perhaps more importantly, this person must also have the practical ability to apply principles and theories economically in a forest setting. As land management continues to become more intensive the need for forest technicians continues to grow. Graduates of this program will be trained to assist professional foresters in meeting this need.

Entrance Requirements
The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles-Employment Possibilities
Job opportunities may be found in federal, state, and private agencies, such as the U.S. Forest Service, various state forestry agencies and large private industries. Opportunites also exist with forestry consulting firms.

Program Description
This program is designed to train the student to work with professional foresters and others in properly managing forest land areas for the many renewable resources such as timber, wildlife, pure air and water, and recreation.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ENG	101	Freshman English	3(3-0)
RDG	101	College Reading	3(3-0)
REC	103	Woodsmanship and Camping	3(2-3)
FOR	101	Introduction to Forestry	3(3-0)
RED	101	Outdoor Recreation	3(3-0)
			16(15-3)

		2nd Quarter	Credits
FOR	105	Soil Science	3(2-3)
FOR	102	Forest Botany & Ecology	5(4-3)
BUS	220	Human Relations	3(3-0)
DFT	101	Technical Drafting I	2(1-2)
ENG	102	Freshman English	3(3-0)
BUS	106	Business Law	3(3-0)
			19(16-8)

		3rd Quarter	Credits
FOR	107	Plant Identification	4(2-4)
ENG	161	Fundamentals of Speech Communications	3(3-0)
FOR	205	General Construction	5(3-6)
MAT	115	Mathematics for Foresters	3(3-0)
FOR	121	Forest Tree Measurements	3(2-3)
			18(13-13)

		4th Quarter	Credits
FOR	227	Forest Aerial Photography	4(2-5)
FOR	222	Forest Measuration	3(2-3)
FOR	225	Forest Entomology and Pathology	3(2-3)
FOR	226	Forest Equipment	4(3-3)
BUS	233	Personnel Management	3(3-0)
REC		Recreation Elective	3(3-0)
			20(15-14)

		5th Quarter	Credits
ENG	104	Technical Report Writing	3(3-0)
FOR	221	Applied Silviculture	3(2-3)
WLF	206	Wildlife Science	4(3-3)
AGR	201	Agriculture Economics	3(3-0)
		Social Science Elective	5(5-0)
			18(16-6)

		6th Quarter	Credits
CIV	101	Surveying	5(3-6)
FOR	228	Logging and Marketing	4(2-5)
FOR	229	Forest Fire Control	3(2-3)
		Elective (Free)	3(3-0)
			15(10-14)

		7th Quarter	Credits
FOR	170	Supervised Work Experience (to be taken during the student's 2nd Fall or Spring quarter, or by permission of instructor)	4(0-40)

		8th Quarter	Credits
FOR	180	Supervised Work Experience (optional) (to be taken after the student has completed all required courses or by permission of instrouctor)	4(0-40)

Note:
Required Cooperative Education
FOR 170 4(0-40)
Optional Cooperative Education
FOR 180 4(0-40)

See Page 16.

Total Credit Hours Required: 110

+The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

GENERAL OFFICE TECHNOLOGY (ASSOCIATE IN APPLIED SCIENCE)

Program Justification
The field of business is becoming increasingly complex. More and more skilled and trained persons are required in the business field.

Entrance Requirements
The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles-Employment Possibilities
Clerk Typists, receptionists, filing clerks, records operators, duplicating machine operators, reproduction typists, transcribing machine operators, and various civil services positions.

Program Description
The General Office Technology program is designed especially for those students who have no aptitude nor taste for shorthand but who desire to work in offices.

REQUIRED CURRICULUM

		1st Quarter	Credits
BUS	101	Typewriting	3(1-4)
BUS	105	Introduction to Business	5(5-0)
BUS	141	Business Math I	3(3-0)
RDG	101	College Reading	3(3-0)
ORI	100	Orientation	1(1-0)
PED	101	Principles of Physical Education	2(1-2)
			17(16-6)

		2nd Quarter	Credits
BUS	102	Typewriting II	3(1-4)
BUS	106	Business Law I	3(3-0)
BUS	142	Business Math II	3(3-0)
ENG	101	Freshman English	3(3-0)
ENG	161	Fundamentals of Speech Communication	3(3-0)
PED	—	Sports Activity	1(0-3)
			16(13-7)

		3rd Quarter	Credits
BUS	103	Typewriting III	3(1-4)
ENG	102	Freshman English	3(3-0)
BUS	116	Office Machines I	5(3-4)
BUS	130	Introduction to Data Processing Systems	5(4-2)
			16(11-10)

		4th Quarter	Credits
BUS	104	Typewriting IV	3(1-4)
BUS	114	Secretarial Accounting I	4(3-2)
BUS	255	Keypunch	3(1-4)
BUS	146	Business English	3(3-0)
		Elective (Behavorial or Social Science	5(5-0)
			18(13-10)

		5th Quarter	Credits
BUS	115	Secretarial Accounting II	4(3-2)
BUS	219	Business Communication	3(3-0)
BUS	118	Machine Transcription	3(1-4)
BUS	260	Business Filing	3(1-2)
BUS	170	Personal Economics	3(3-0)
			16(11-8)

		6th Quarter	Credits
BUS	213	Office Procedures	3(1-4)
BUS	229	Income Taxes	4(3-2)
BUS	119	Machine Transcription II	3(1-4)
BUS	220	Human Relations in Business	3(3-0)
BUS		Business Elective	3(3-0)
			16(11-10)

Note:
Optional Cooperative Education in Business Related Areas.

BUS	195	1(0-10)
BUS	196	2(0-20)
BUS	197	3(0-30)
BUS	190	4(0-40)

See Page 16.

Total Credit Hours Required: 99

+The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

NURSING
(ASSOCIATE IN APPLIED SCIENCE)

Program Justification

The health-care field has expanded greatly in the last few years. The nursing profession is an integral part of the health-care field and is demanding highly trained professionals with theoretical knowledge as well as practical experience.

Entrance Requirements
(Associate Degree Nursing Program

The Associate Degree Nursing Program can accommodate an enrollment of 45 students. It is designed to be completed in seven quarters. Applicants must have completed high school requirements prior to registration day. Required high school subjects include: (1) biology, (2) chemistry, and (3) algebra. Applicants not meeting these requirements may take these coures at SCC prior to admission to the nursing program. Preference is given to applicants maintaining a class standing in the top half of their high school graduating class. The prospective student will be permitted to take the Comparative Guidance and Placement test only once yearly. The required admission scores for the CGP are as follows:

Reading-National percentile of 34 or above
Year 2000-National percentile of 29 or above
Math-National percentile of 26 or above
English-National percentile of 30 or above
Letter groups National percentile of 28 or above
(Applicants must achieve the required reading scores)

Applicants who fail to achieve minimum scores on no more than three parts of the test may be considered for admission provided these scores are not below the 25th percentile and after persons meeting the minimum score on all tests have been considered.

Applications materials for the Associate Degree Nursing program should be completed and in the Admissions Office no later than April 15, for consideration for admission to the class beginning the following September. A completed application folder must include the following: (1) high school transcript, (2) college transcript (s) if you attended another college, (3) medical record, (4) dental record, (5) Comparative Guidance and Placement test scores, and (6) suitability statement from student's advisor if applicant is a student at SCC.

The applicant will assume the responsibility for assuring that these forms are in the folder. Medical and dental records must be mailed directly to the Admissions Office by the doctor.

Applicants will be interviewed and counseled regarding the results of the Comparative Guidance and Placement Test. Those who fail to meet the established high school and-or CGP admission criteria will not receive further consideration for admission into the Associate Degree Nursing Program. However, those applicants meeting the requirements for the Practical Nursing Program may be considered for the PN program, if they so desire. Other applicants not meeting the established requirements will be counseled regarding other programs offered at SCC.

Applicants meeting the nursing admission requirements will be interviewed by the Nursing Admissions Committee. The acceptance or rejection of the applicant will be determined by the Nursing Admissions Committee.

The applicant will be required to provide evidence to the Nursing Department that they meet the following conditions:

Physical and emotional health and physical capability on a level which would indicate the applicant's ability to provide safe nursing care to the public. This includes vision, hearing, and physical capability on a level acceptable with safe nursing care.

The Nursing Department will rule in individual cases of unusual medical problems as to the suitability of the applicant to provide safe nursing care.

Students who are not willing to attend clinical labs and adhere to hospital regulations as prescribed by the nursing curriculum, including time and place, will not be accepted into the program.

The Nursing Department operates within contracts that the college has with area hospitals for clinical experiences and will not accept a student who does not comply with area hospital standards.

Those students who have demonstrated a potential for nursing in a previous admission may be given priority on readmission over a new applicant.

The Nursing Department reserves the right to dismiss from the program a student who presents problems in physical or emotional health that do not respond to appropriate treatment and-or counseling within a reasonable period of time. Further, a student may be dismissed if he-she demonstrates behavior which conflicts with safety essential to nursing practice.

Associate Degree Nursing students must successfully complete all nursing courses each quarter before registering for the next quarter. The grading scale for the Associate Degree Nursing program is:

A - 93-100
B - 85-92
C - 84-77
F - 76.99 or below

Clinical labs are evaluated as satisfactory or unsatisfactory. Students must pass in clinical area in order to register for following quarter regardless of theory grade.

Attendance is essential. Students will be allowed a maximum of five (5) absences per quarter with no more than two (2) of these days being clinical days. Clinical days missed will have to be made up. Any further absences may constitute dismissal from the program. The student must assume full responsibility for assignments and materials covered in their absence. Tests will be rescheduled at the convenience of the instructor. If for any reason a student is unable to attend a clinical lab, the nursing instructor must be notified before the lab begins; failure to do so will constitute an unsatisfactory lab. Three tardy days will constitute one absence.

Uniforms of blue and white pinefeather material will be worn on all clinical assignments. The uniform should strike the top of the knee. Navy or black shoes with soft soles, beige hose, cap and name pin are also required. The student will be expected to have a watch with second hand and plain washable band, bandage scissors, and pen with black ink when working in the clinical area. Hair must be neat. It should be styled off the collar and close to the head. If worn, earrings must be discreet. Cosmetics should be worn very sparsely if at all.

Students are required to purchase liability malpractice insurance. The forms will be furnished on acceptance into the program. The policy number must be on file in the Director's office prior to clinical assignment.

A bus is available for transportation of the students to and from Southeastern General Hospital on clinical lab days. Students may drive their own cars if they prefer. Students assigned to Columbus County Hospital will be responsible for their own transportation.

Students desiring to transfer into the Associate Degree Nursing program at SCC must be in good standing at the time he-she left or is leaving the former institution. This must be verified in writing by the nursing department of that institution. All transfer nursing courses will be evaluated by the Director of Nursing. The courses must have been completed within two years prior to entering SCC, have a grade of "B" or above, and be comparable to courses offered at SCC in theory and clinical experience. College transfer courses will be evaluated by the Registrar.

Related Job Titles-Employment Possibilities

Registered Nurses. Graduates of this program are prepared to give patient-centered nursing care in beginning general duty nurse positions.

Program Description

The Associate Degree in Nursing can be completed in two years or three years at Southeastern. The average student might find it to her-his advantage to take related subjects in the first year and, having completed these courses with a "C" or better, to apply for the Nursing Program for the second and third year. Students in the program are provided practical nursing experience by Southeastern General Hospital in Lumberton as well as other community health facilities.

NOTE: Nursing students must successfully pass all nursing courses each quarter before registering for the next quarter.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
PED	101*	Physical Fitness	2(1-2)
+RDG	101	Reading	3(3-0)
+ENG	101	Freshman English	3(3-0)
NUR	111	Nursing Fundamentals	6(3-3-6)
BIO	204	Anatomy & Physiology	5(4-2)
CHM	151	Chemistry for Allied Health	3(2-2)
+MAT	161	Math for Nurses	1(2-0)
			23(18-3-12)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
PSY	201	Introduction to Psychology	5(5-0)
NUR	112	Nursing Fund. II	5(5-12)
NUR	113	Nursing Fund. III	4(5-12)
BIO	206	Anatomy & Physiology	5(4-2)
			22(17-14)

		3rd Quarter	Credits
ENG	103	Freshman English	3(3-0)
	or		
ENG	161	Fundamentals of Communication	
BIO	161	Anatomy & Physiology	5(4-2)
NUR	114	Medical-Surgical Nursing I	9(5-12)
NUR	115	Human Growth & Development	2(2-0)
			19(14-14)

		4th Quarter 1st Session	Credits
NUR	116	Abnormal Psychology	3(3-0)
NUR	117	Psychiatric & Mental Health Nursing	5(3-6)
			8(6-6)

		5th Quarter	Credits
SOC	201	Introduction to Sociology	5(5-0)
NUR	201	Maternity Nursing	9(5-12)
NUR	220	Pediatrics	3(3-0)
BIO	207	Microbiology	3(2-2)
			20(15-14)

		6th Quarter	Credits
NUR	202	Medical-Surgical Nursing II	9(5-12)
NUR	221	Concepts of Nursing Practices	3 (3-0)
		Elective	5 (5-0)
			15(11-12) or 17(13-12)

		7th Quarter	Credits
NUR	203	Medical-Surgical Nursing III	9(5-12)
NUR	222	Nursing Seminar	3(3-0)
			12(8-12)

Total Credit Hours Required: 119 or 121

+The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

*May be taken any quarter prior to graduation.

OUTDOOR RECREATION RESOURCES (ASSOCIATE IN APPLIED SCIENCE)

Program Justification

Since the close of WWII there has been a constant increase of recreational activities in the U.S. Although many forms of recreational programs have been available, forest recreation continues to grow in popularity at an every increasing rate. Many factors contribute to this. Perhaps the desire to get away from city life and crowded conditions, as well as the awakening of the pioneer instinct has caused increasing numbers of Americans to turn to the forest for recreation.

Entrance Requirements

Student must have a high sch l diploma or GED. Will admit student who has proven xperience in given field and who is willing to work toward completing GED at SCC. Student must have approval of instructor and other necessary administrative supervisors.

Related Job Titles-Employment Possibilities

Graduates should be prepared to seek employment with the U.S. Forest Service, the U.S. Park Service, with State and local park systems as well as private organizations who have large forest landholdings or complex camping sites.

Program Description

The outdoor recreation curriculum is designed to prepare students to enter into this rapidly expanding field under the guidance of professionals. These technicians will be prepared not only to lay out campsites in undeveloped, rustic areas, but will also be able to plan and lay out modern facilities in highly developed areas. They will also be trained to lead groups in various recreational activities such as hiking, canoeing, camping, etc. The program also emphasizes the forest as an ecological system and the role of man in this ecological system.

REQUIRED CURRICULUM

OUTDOOR RECREATION RESOURCES (ASSOCIATE IN APPLIED SCIENCE

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
RDG	101	Reading	3(3-0)
ENG	101	Freshman English	3(3-0)
REC	103	Woodmanship & Camping	3(2-3)
FOR	101	General Forestry	3(3-0)
REC	101	Intro. to Outdoor Recreation	3(3-0)
			16(15-3)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
DFT	101	Technical Drafting I	2(1-2)
FOR	105	Soil Science	3(2-3)
REC	206	Programing for Recreation	3(3-0)
BUS	220	Human Rehavior	3(3-0)
FOR	102	Forest Botany & Ecology	5(4-2)
			19(16-8)

		3rd Quarter	Credits
ENG	161	Fund. of Speech Communications	3(3-0)
FOR	205	General Construction	5(3-6)
FOR	107	Plant Identification	4(2-4)
MAT	115	Forestry Math 3 (3 - 0)	
		Elective (Free)	3(3-0)
			18(14-10)

		Summer	
REC	170	Field Training In Outdoor Rec. (Required)	4(0-40)

		4th Quarter	Credits
REC	110	Interpreting Our National Heritage	3(2-3)
ANT	120	Anthropology	5(5-0)
REC	201	Park Maintenance & Operations I	5(3-4)
HOR	204	Horticulture	3(2-3)
		Elective (Free)	3(3-0)
			19(13-10)

		5th Quarter	Credits
ENG	104	Technical Writing	3(3-0)
REC	202	Park Maintenance & Operations II	5(5-0)
FOR	221	Silviculture	3(2-3)
WLF	206	Wildlife Science	4(3-3)
REC	207	Aquatic Management	3(3-0)
			18(16-6)

		6th Quarter	Credits
REC	209	Facility & Site Planning	5(3-6)
CIV	101	Surveying	5(3-6)
REC	200	Recreation for Special Populations	3(3-0)
REC	203	Park Maintenance & Operations III	5(3-4)
			18(12-16)

		Summer	
REC	180	Field Training in Outdoor Rec. (Optional)	4(0-40)

*The student may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91, MAT 92

Note:
Required Cooperative Education

REC 170 4(0-40)

Optional Cooperative Education
REC 180 4(0-40)

See Page 16.

Total Credit Hrs. 112

SECRETARIAL TECHNOLOGY (ASSOCIATE IN APPLIED SCIENCE)

Program Justification

Business is becoming increasingly complex. The uncertain economy is demanding more and more that persons entering business related areas are highly trained and skilled.

Entrance Requirements

The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles-Employment Possibilities

Secretary, executive secretary, stenographers, administrative assistant, director of secretarial pool.

Program Description

The Secretarial Technology Program is designed to provide students with secretarial, administrative and management skills.

REQUIRED CURRICULUM

		1st Quarter	Credits
RDG	101	College Reading	3(3-0)
BUS	101	Typewriting I	3(1-4)
BUS	105	Introduction to Business	5(5-0)
BUS	108	Beginning Shorthand	4(3-2)
PED	101	Principles of Physical Education	2(1-2)
ORI	100	Orientation	1(1-0)
			18(14-8)

		2nd Quarter	Credits
BUS	102	Typewriting II	3(1-4)
BUS	106	Business Law I	3(3-0)
BUS	109	Intermediate Shorthand	4(3-2)
BUS	141	Business Math I	3(3-0)
ENG	101	Freshman English	3(3-0)
PED	---	Sport Activity	1(0-3)
			17(13-9)

		3rd Quarter	Credits
ENG	102	Freshman English	3(3-0)
BUS	103	Typewriting III	3(1-4)
BUS	110	Advanced Shorthand	4(3-2)
BUS	142	Business Math II	3(3-0)
BUS	220	Human Relations in Business	3(3-0)
			16(13-6)

		4th Quarter	Credits
BUS	104	Typewriting IV	3(1-4)
BUS	114	Secretarial Accounting I	4(3-2)
BUS	116	Office Machines I	5(3-4)
BUS	206	Diction & Transcription I	4(3-2)
BUS	146	Business English	3(3-0)
			19(13-12)

		5th Quarter	Credits
BUS	115	Secretarial Accounting II	4(3-2)
BUS	207	Diction & Transcription II	4(3-2)
BUS	219	Business Communications	3(3-0)
BUS	170	Personal Economics	3(3-0)
BUS	260	Business Filing	3(1-2)
			17(13-6)

		6th Quarter	Credits
BUS	213	Office Procedures	5(5-0)
BUS	208	Diction & Transcription	4(3-2)
BUS	119	Machine Transcription II	3(1-4)
Elective		Social or Behaviorial Science	3(3-0)
			15(12-6)

Note:
Optional Cooperative Education in Business related areas:

BUS	195	1(0-10)
BUS	196	2(0-20)
BUS	197	3(0-30)
BUS	198	4(0-40)

See Page 16.

Total Credit Hrs. 101

+The student may be required to take prerequisite developmental courses: RDG 91, MAT 91, ENG 91.

ASSOCIATE DEGREE PROGRAM FOR VOCATIONAL INSTRUCTOR (ASSOCIATE IN APPLIED SCIENCE)

Program Justification

This program provides additional training for persons who already have developed a skill, trade, or technical speciality and desire to teach their speciality or to pursue a degree.

Related Job Titles-Employment Possibilities

Successful graduates of the program may find employment in public high schools, in the community colleges, and technical institutes' occupational programs.

Program Description

This program is unique in its design in that it allows credit for previous training, experience, and formal study. Credit will be awarded as follows:

1. A. Twenty-four credit hours for full-time trade school, 12 months (1440 hours) in one special skilled area certified by diploma or letter by trade school officials; maximum 24 credit hours.

and-or

B. One credit hour per 60 hours of full-time trade instruction for programs of less than one year duration. Certified by diploma or letter by trade school officials; maximum eight credit hours.

2. One credit hour per forty hours of special short course instruction in a company sponsored school. Certified by diploma, certificate or letter by company school. Maximum five credit hours.

3. Five credit hours for each full year of employment in a teaching situation. Teaching must be the primary responsibility of employment. Maximum ten credit hours.

4. Two credit hours for each full year of employment in the specialty occupation qualified to teach. Maximum ten credit hours.

The maximum number of hours awarded for specialty skills toward an Associate in Applied Science Degree is thirty-six credit hours.

A minimum of sixty credit hours must be earned through course work at Southeastern Community College or another recognized college program. In order to earn an Associate in Applied Science Degree at Southeastern, the general education requirements must be met.

A program of study should be prepared for each individual vocational instructor or potential instructor who makes application for the program. As an example, individual differences may dictate the nature of the science courses or math courses needed by that instructor. The Dean of Occupational Education will serve as advisor to students enrolled in the Vocational Instructor Program.

SPECIFIC COLLEGE REQUIREMENTS

		Credit Hours
RDG 101 and ORI 100		4

General Education Requirements For The Associate In Applied Science Degree For Vocational Instructors

A minimum of 60 credit hours must be earned through course work at Southeastern Community College or another recognized college program. In order to earn an Associate in Applied Science Degree at Southeastern, the general education requirements must be met.

			Credit Hours
ENGLISH			9
+ENG 101, and +ENG 102		Freshman English	
ENG	161	Fund. of Speech Communication	

			Credit Hours
HUMANITIES			5
ART	110	Fund. of Design	
ART	201	History I	
ART	202	History II	
ART	203	History III	
ART	210	Painting Processes	
HUM	201	Unified Humanities	
HUM	202	Unified Humanities	
MUS	105	Music Appreciation	
PHI	201	Introduction to Philosophy	

Requirement may be met by completing one of the above courses or two courses from ENG 201 - 202 - 203.

		Credit Hours
MATHEMATICS (Requirement may be met by completing one of the sequences listed below)		9-10
+MAT 101, 102, 103	Foundations of Math	
+MAT 112, 113	College Algebra and Trigonometry	

		Credit Hours
SCIENCE (Requirement may be met by completing one of the sequences below)		12
PHY 201, 202, 203	General Physics	
or		
CHM 101, 102, 103	General Chemistry	
or		
PHS 101, 102, 103	Physical Science	

			Credit Hours
SOCIAL SCIENCE (Requirement may be met by completing one of the following courses)			5
SOC	201	Introduction to Sociology	
SOC	202	Marriage and the Family	
POL	201	American Federal Government	
POL	202	American State and Local Government	

			Credit Hours
VOCATIONAL EDUCATION			15
EDU	230	Introduction to Industrial Education	
EDU	240	Methods of Teaching Industrial Subjects	
EDU	250	Instructional Media	

The following is a list of courses approved as elective courses to complete the Associate of Science Degree for Vocational Instructors who are granted less than thirty-six quarter hours of credit from previous experience:

BUS	101	Typewriting
BUS	102	Typewriting
EDU	201	Introduction to Education
EDU	202	Social Foundations of Education
EDU	260	History and Philosophy of Industrial and Technical Education
ENG	103	Freshman English
ENG	201	English Literature
ENG	205	American Literature
PHI	201	Introduction to Philosophy
PSY	201	Introduction to Psychology
PSY	205	Educational Psychology
HED	201	Personal and Community Health

Total Credit Hours Required: 96

*The student may be required to take prerequisite developmental courses: ENG 91, MAT 91, MAT 92, MAT 110, RDG 91

TRANSPORTATION MAINTENANCE TECHNOLOGY (ASSOCIATE IN APPLIED SCIENCE)

Program Justification

The technology of automotive vehicles changes each year. There is a need for trained transportation maintenance technicians who have a broad understanding of the principles, as well as, specialized expertise so they can readily adapt to technological changes and new techniques required in servicing and repair.

Entrance Requirements

Student must have a high school diploma or GED.

Related Job Titles-Employment Possibilities

The transportation maintenance technician has a knowledge of laboratory procedures in automotive and associated areas. He-she is capable of operating laboratory equipment and instruments to perform a variety of tests on materials and equipment. Included also may be performance testing of new materials and equipment. The diagnostician, with use of instruments, can locate automotive or electrical defects and arrange for repair. He-she often records data that is required, writes reports and makes recommendations.

Program Description

The program is designed to train the student in the specific skills required to inspect, diagnose, repair and adjust automotive vehicles. Key principles involved in the operation of the modern automobile are explored in a classroom setting, in discussion groups, and, of course, in shop. The program is designed according to the 'career ladder' approach; the student who chooses to obtain a one-year diploma will take the first four quarters, and receive an Associate in Applied Science Degree, providing a 'C' average has been maintained.

REQUIRED CURRICULUM

		1st Quarter	Credits
PME	102	Automotive Ignition System	5(2-6)
PME	112	Automotive Fuel System	5(2-6)
PME	113	Automotive Wiring Diagrams	3(3-0)
+RDG	101	College Reading	3(3-0)
+BUS	141	Business Math	3(3-0)
ORI	100	Freshman Orientation	1(1-0)
			20(14-12)

		2nd Quarter	Credits
PME	101	Internal Combustion Engines	5(2-6)
PME	111	Engine Rebuilding	4(1-6)
+ENG	101	Freshman English I	3(3-0)
BUS	142	Business Math	3(3-0)
BUS	220	Human Relations	3(3-0)
			18(12-12)

		3rd Quarter	Credits
PME	123	Automotive Chassis & Suspension System	4(2-4)
PME	121	Automotive Brake Systems	3(1-4)
PME	103	Automotive Electrical Systems	4(2-4)
AHR	201	Automotive Heating & Air Conditioning	4(2-4)
ENG	102	Freshman English	3(3-0)
			18(10-16)

		4th Quarter	Credits
PME	124	Automotive Transmission & Power Trains	7(3-8)
AHR	111	Advance Auto Heating & Air Conditioning	4(2-4)
ENG	104	Technical Report Writing	3(3-0)
			14(8-12)

		5th Quarter	Credits
PME	250	Advance Automotive Fuel System	5(1-8)
PME	201	Motor Vehicle Laws & Regulations	3(3-0)
PHS	101	Physical Science I	4(3-2)
PME	203	Advance Automotive Ignition System	2(1-3)
			14(8-13)

		6th Quarter	Credits
PME	223	Automotive Front Suspension, Alignment & Power Steering	4(1-6)
PME	224	Advance Automotive Transmission	5(2-6)
		Electives	3(3-0)or9 (9-0)
			12(6-12) or 18(12-12)

		7th Quarter	Credits
PME	202	Emission Control Systems	4(2-4)
PME	240	Automotive Diagnosing — Testing I	6(2-8)
		Electives	2(2-0)or6(6-0)
			12(6-12 or 16(10-12)

		8th Quarter	Credits
PME	241	Automotive Diagnosing & Testing II	6(2-8)
		Electives	6(6-0)or10(10-0)
			12(8-8) or 16(12-8)

Elective: see below

PME	204	VW Engines	3(0-6)
PME	205	Disc Brakes	3(0-6)
PME	206	Alternator & Starter Building	2(1-3)
PME	208	Wankel Engine	4(1-6)
PME	209	Foreign Car Engine	3(0-6)
PME	210	Instruments, Gauges & Electrical Accessories	3(0-6)
PME	215	The Diesel Engines	5(2-6)
PME	105	Small Engine Repair	4(2-6)

Note:
Optional Cooperative Education

PME	195	1(0-10)	
PME	196	2(0-20)	
PME	197	3(0-30)	
PME	198	4(0-40)	See Page 16.

Total Credit Hours Required: 120 or 134.

+The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91

VETERAN FARM AGRICULTURE PROGRAM (ASSOCIATE IN APPLIED SCIENCE)

Program Desription

This program is designed for veterans who farm or are engaged in agriculture employment. Only those veteran students who are engaged in suitable agriculture employment will qualify for VA benefits. If a student fails to continue to meet the agricultural employment requirement, his eligibility will be terminated. The program utilizes a "career ladder" approach. This means that the student may pursue either a Diploma, or with the addition of several courses to the Diploma curriculum, he may obtain in Associate in Applied Science degree.

Entrance Requirements

The Veteran Farm Agriculture Program is open to anyone desiring to further their education in the area of agriculture. Those persons desiring VA benefits must receive their principal source of income from farming. This criteria will be evaluated by an on-site visit to determine VA eligibility.

Program Justitification

Rapid social and technological change has had many repercussions on agriculture. This program allows the veteran farmer to continue farming and at the same time update his knowledge of agriculture and relevant skills. The importance of this program in a rural primarily agricultural economy cannot be overstressed.

REQUIRED CURRICULUM

		1st Quarter	Credits
AGR	100	Farm Pond Development	1(1-0)
AGR	101	Farm Tractors I	3(2-3)
AGR	102	Farm Business Management	2(2-0)
AGR	104	Beef & Swine Production	2(2-0)
			8(7-3)

		2nd Quarter	Credits
AGR	105	Farm Tractors II	4(5-3)
AGR	123	Horticulture	2(2-0)
			6(7-3)

		3rd Quarter	Credits
AGR	107	Farm Accounting & Records	2(2-0)
AGR	109	Soil Science & Forage Crops	2(2-0)
AGR	125	Cabinet Making & Repair	3(2-3)
MAT	191	Metric System	1(1-0)
			8(7-3)

		4th Quarter	Credits
AGR	124	Plant Propagation — Identification	2(2-0)
AGR	134	Tobacco Productions	2(2-0)
AGR	114	Farm Electrification	3(2-3)
AGR	131	Soybean Production	2(2-0)
			9(8-3)

		5th Quarter	Credits
AGR	156	Techniques of Welding I	3(2-3)
AGR	111	Feeds and Feeding	2(2-0)
AGR	113	Wildlife Management	2(2-0)
AGR	115	Farm Service Agency	1(1-0)
			8(7-3)

		6th Quarter	Credits
AGR	136	Agricultural Math	1(1-0)
AGR	130	Pesticides	2(2-0)
AGR	132	Livestock Diseases & Parasites	2(2-0)
AGR	122	Farm Machinery Repair & Maintenance I	3(2-3)
			8(7-3)

		7th Quarter	Credits
AGR	128	Farm & Home Construction I	3(2-3)
AGR	121	Weed Identification & Control	2(2-0)
AGR	135	Agriculture Law	2(2-0)
AGR	140	Vegetable Production	1(1-0)
			8(7-3)

		8th Quarter	Credits
AGR	138	Farm Records & Taxes	2(2-0)
AGR	139	Fertilizers & Lime	2(2-0)
AGR	158	Farm & Home Construction II	3(2-3)
AGR	162	Farm Marketing	1(1-0)
			8(7-3)

		9th Quarter	Credits
AGR	144	Opportunities in Agriculture Bus.	1(1-0)
AGR	133	Farm Water & Plumbing Systems I	3(2-3)
AGR	110	Animal Science	2(2-0)
AGR	117	Grain Crops & Animal Feed	2(2-0)
			8(7-3)

		10th Quarter	Credits
AGR	153	Farm Water & Plumbing Systems II	3(0-5)
AGR	141	Surveying	3(2-3)
			6(2-8)

		11th Quarter	Credits
AGR	137	Home Appliance Repair	4(2-3)
AGR	143	New Sources of Farm Income	2(2-0)
AGR	163	Seed Production	2(2-0)
AGR	164	Community Leadership	1(1-0)
			9(7-3)

		12th Quarter	Credits
AGR	171	Farm Insurance	2(2-0)
AGR	172	Outdoor Recreation	1(1-0)
AGR	173	Forest Farm Management	2(2-0)
AGR	174	Botany	3(2-3)
			8(7-3)

Upon the completion of the Diploma program the students may elect to continue his education in pursuit of an Associate in Applied Science Degree. Those additional courses required for this degree are:

+RDG	101	College Reading	3(3-0)
+ENG	101	Freshman English	3(3-0)
ENG	211	Public Speaking	3(3-0)
		Business Elective	3(3-0)
		Social Science Elective	3(3-0)
			or
			5(5-0)
			15(15-0)
			or
			17(17-0)

Total Credit Hours Required: 109 or 111

+The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91

Nine Month Extension

Program Objectives

1. To increase efficiency in farming through a better understanding of the latest developments in agricultural technology.

2. To encourage continued education on the part of individuals engaged in farming as their principal.

3. To provide the veteran farmer with more than a basic understanding of all phases of farm operations and improve his skill as a farm manager.

		13th Quarter	Credits
AGR	225	Structural Design of Farm Buildings	3(3-0)
AGR	226	Livestock Disease Control	3(3-0)
AGR	227	Breeding of Farm Animals	2(2-0)
AGR	228	Economic Organization of Agriculture	2(2-0)
			10(10-0)

		14th Quarter	Credits
AGR	229	Vegetable Harvesting and Grading	2(2-0)
AGR	230	Food Processing and Storage	3(3-0)
AGR	231	Swine Management and Production	3(3-0)
AGR	232	Farm Safety	2(2-0)
			10(10-0)

		15th Quarter	Credits
AGR	233	Farm Labor Management	2(2-0)
AGR	234	Farm Estate and Business Planning	3(3-0)
AGR	235	Chemical Control of Weeds	2(2-0)
AGR	236	Agricultural Communications	3(3-0)
			10(10-0)

College Transfer Programs

REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

An Associate in Arts Degree may be pursued in the following areas of concentration; Liberal Arts, Agriculture, Business Education, Teaching Elementary, Teaching Secondary.

ORIENTATION - 1 Qtr. Hr.
Ori 100 (required), Ori 201 (Elective)

ENGLISH - 9 Qtr. Hrs.
Eng 101, Eng 102, Eng 103

READING - 3 Qtr. Hrs.
Rdg 101

HUMANITIES AND FINE ARTS - 18 Qtr. Hrs.
Humanities - 12 Qtr. Hrs. selected from the following:
Eng 201, Eng 202, Eng 203, Eng 205, Eng 206, Eng 207, Eng 231, Eng 232, Eng 233, Eng 241, Fre 101, Fre 102, Fre 103, Fre 201, Fre 202, Fre 203, Fre 211, Fre 212, Fre 213, Hum 121, Hum 122, Hum 123, Hum 131, Hum 132, Hum 133, Hum 201, Hum 202, Hum 204, Hum 205, Hum 206, Hum 207

Phi 201, Phi 205

Rel 201, Rel 202, Rel 203

Spa 101, Spa 102, Spa 103, Spa 201, Spa 202, Spa 203, Spa 211, Spa 212, Spa 213

Fine Arts - 6 Qt. Hrs. selected from the following—
Art 105, Art 110, Art 111, Art 112, Art 121, Art 131, Art 141, Art 201, Art 202, Art 203, Art 204, Art 210, Mus 101, Mus 102, Mus 103, Mus 104, Mus 105, Mus 154, Mus 164, Mus 174, Mus 201, Mus 202, Mus 203, Mus 204,

MATHEMATICS - 9 Qtr. Hrs. selected from one of the following combinations:
Mat 101, Mat 102, Mat 103, Mat 110, Mat 112*, Mat 113, Mat 170*, Mat 180, Mat 181, Mat 191, Mat 150, Mat 250

+These courses are corequisite

SCIENCE - 12 Qtr. Hrs. selected from the following—
Bio 101, Bio 102, Bio 103
Chm 101, Chm 102, Chm 103
Phs 101, Phs 102, Phs 103
Phy 201, 202, 203

SOCIAL SCIENCE - 19 Qtr. Hrs.
History - 9 Qtr. Hrs.
His 101, His 102, His 103
or
His 201, His 202, His 203

Social Science - 10 Qtr. Hrs. selected from the following—
Ant 120, Ant 125, Ant 132
Bus 221, Bus 222
His 210, His 211, His 212, His 214
Pol 201, Pol 202
Psy 201, Psy 202, Psy 203, Psy 205, Psy 225
Soc 201, Soc 202, Soc 203, Soc 225

PHYSICAL EDUCATION - PED 101 Required & 1 Qtr. Hr. selected from 100 level PED courses.

ELECTIVES - 22 Qtr. Hrs.
It is recommended that elective hours be taken in the liberal arts area and-or cognate areas to the student's major area of concentration.

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN ARTS DEGREE - 96 Qtr. Hrs.

REQUIREMENTS FOR THE ASSOCIATE IN FINE ARTS DEGREE
An Associate in Fine Arts Degree may be pursued in the following areas of concentration: Art, Music.

ORIENTATION - 1 Qtr. Hr.
Ori 100

ENGLISH - 9 Qtr. Hrs.
Eng 101, Eng 102, Eng 103

READING 3 Qtr. Hrs.
Rdg 101

HUMANITIES - 13 Qtr. Hrs. selected from the following:
Hum 201, Hum 202 and/10 Qtr. Hrs. from
Art 201, Art 202, Art 203
Eng 201, Eng 202, Eng 203
Eng 231, Eng 232, Eng 233
Mus 105
Phi 201

SCIENCE AND / OR MATHEMATICS - 7 Qtrs. Hrs. selected from the following:
Science
Bio 101, Bio 102, Bio 103
Chm 101, Chm 102, Chm 103
Phs 101, Phs 102, Phs 103

Mathematics
Mat 101, Mat 102, Mat 103, Mat 110
Mat 112, Mat 113
Mat 180, Mat 181

SOCIAL SCIENCE - 9 Qtr. Hrs. His 101, His 102, His 103
or
His 201, His 202, His 203

PHYSICAL EDUCATION - 3 Qtr. Hrs.
PED 101 (Required)
and 1 Qtr. Hr. selected from 100 level PED courses.

ELECTIVES - 3 Qtr. Hrs.
It is recommended that electives be taken in the liberal arts area and-or cognate areas to the student's major area of concentration.

PROFESSIONAL PROGRAM COURSES - 48 Qtr. Hrs. selected from courses available in the student's major area of concentration and selected to meet the needs of the student. (Requirements for the art and music programs differ. Course planning is essential to determine which courses are necessary to complete either program. Students must consult their advisor before undertaking any professional program courses.)

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN FINE ARTS DEGREE - 96 Qtr. Hrs.

REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

An Associate in Science Degree may be pursued in the following areas of concentration— Pre-Engineering, Mathematics, Science.

ORIENTATION - 1 Qtr. Hr.
Ori 101 (required), Ori 201 (elective)

ENGLISH - 9 Qtr. Hrs.
Eng 101, Eng 102, Eng 103

READING - 3 Qtr. Hrs.
Rdg 101

HUMANITIES AND FINE ARTS - 6 Qtr. Hrs. selected from the following:
Hum 201, Hum 202
or
Art 201, Art 202, Art 203
Eng 201, Eng 202, Eng 203
Eng 205, Eng 206, Eng 207
Eng 231, Eng 232, Eng 233, Eng 241
Mus 105
Phi 201

MATHEMATICS - 20 Qtr. Hrs. selected from the following:
Mat 112*, Mat 113
Mat 150
Mat 250, Mat 251, Mat 252

*Mat 170 is a corequisite of Mat 112.

SCIENCE - 24 Qtr. Hrs. selected from the following:
Bio 101, Bio 102, Bio 103
Bio 201, Bio 202, Bio 203
Bio 211, Bio 212, Bio 213
Bio 240, Bio 241
Chm 101, Chm, 102, Chm 103, Chm 203
Phy 201, Phy 202, Phy 203

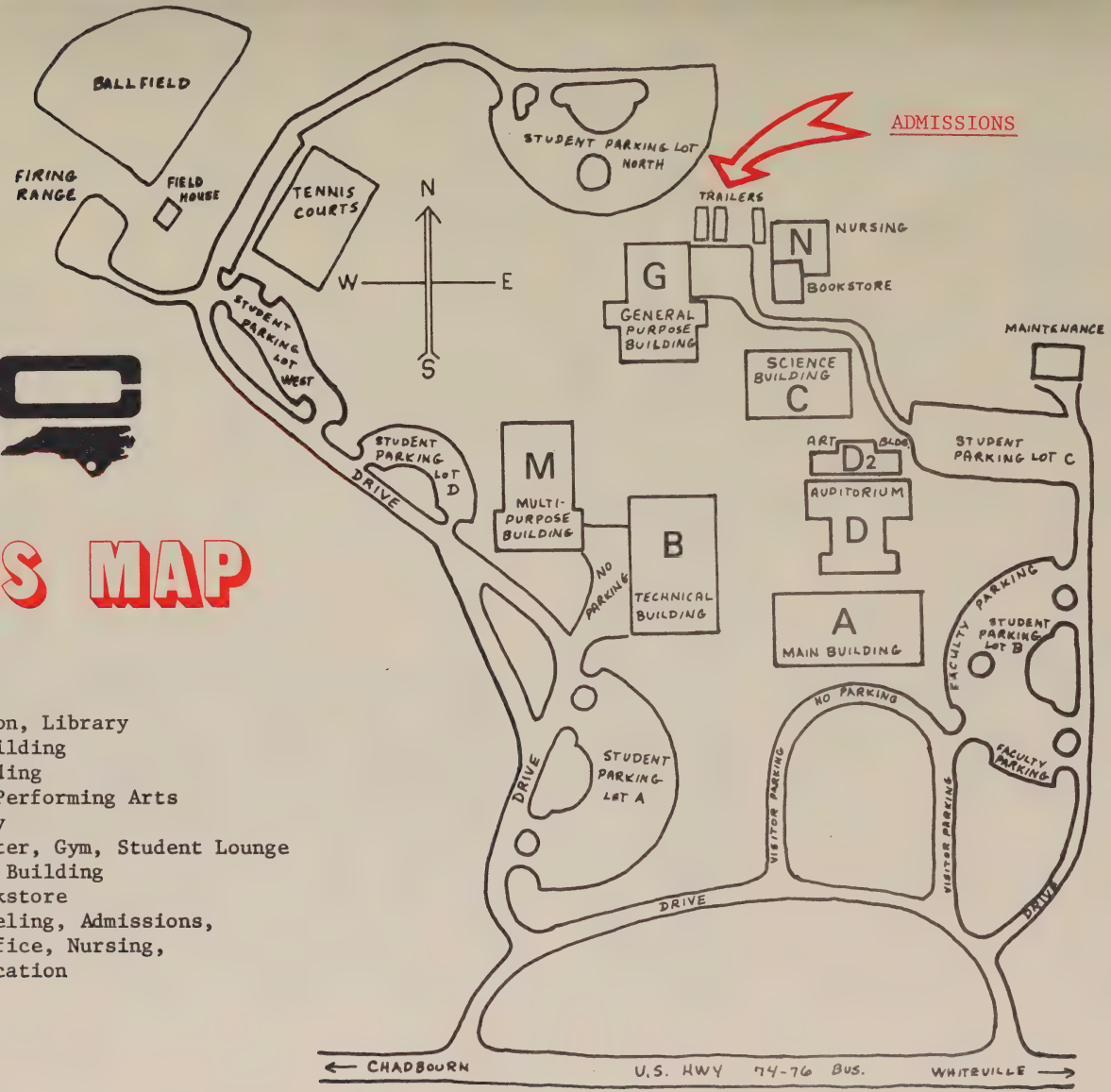
SOCIAL SCIENCE - 9 Qtr. Hrs. selected from the following—
His 101, His 102, His 103
or
His 201, His 202, His 203

PHYSICAL EDUCATION - PED 101 Required and 1 Qtr. Hr. selected from 100 level PED courses.

ELECTIVES - 21 Qtr. Hrs.
It is recommended that elective hours be taken in the liberal arts area and-or cognate areas to the student's major area of concentration.

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN SCIENCE DEGREE - 96 Qtr. Hrs.

CAMPUS MAP



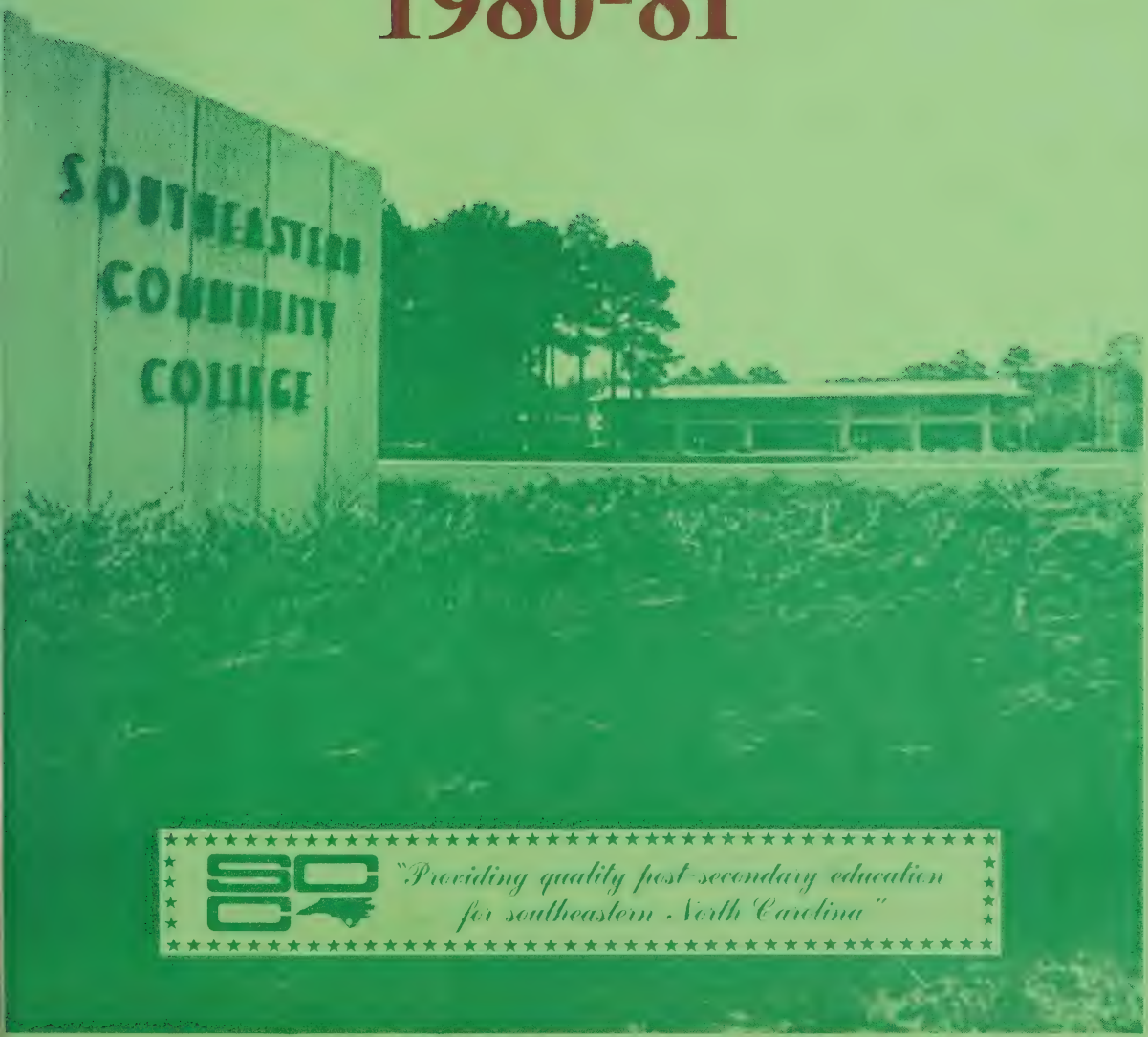
A- Administration, Library
B- Technical Building
C- Science Building
D- Auditorium, Performing Arts
D2- Art, Pottery
G- Learning Center, Gym, Student Lounge
M- Multipurpose Building
N- Nursing, Bookstore
Trailers- Counseling, Admissions, Personnel Office, Nursing, Physical Education

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Southeastern Community College

BULLETIN

1980-81



"Providing quality post-secondary education for southeastern North Carolina"

"An Equal Employment Opportunity/Affirmative Action Employer"

Annual Calendar
1980-81

FALL QUARTER 1980
(55 Days)

August	20	Wed.	End of 1980 Summer Session
September	2	Tues.	Faculty Returns (Orientation, Workshop, and Advisement - Morning, Afternoon, and Evening)
September	3	Wed.	Advisement Sessions
September	4	Thurs.	Registration - Returning Students
September	5	Fri.	Registration - Entering Students
September	8	Mon.	Regular Classes Begin
September	12	Fri.	Last Day to Register or Add Classes
October	7	Tues.	Last Day to Drop Classes without W/F or W/P Grade
October	15	Wed.	Mid-term
November	21	Fri.	End of Quarter

WINTER QUARTER 1980-81
(55 Days)

December	1	Mon.	Registration
December	2	Tues.	Regular Classes Begin
December	8	Mon.	Last Day to Register or Add Classes
December	23	Tues.	Christmas Recess Begins 10:00 p.m.
January	5	Mon.	Classes Resume
January	7	Wed.	Last Day to Drop Classes without W/F or W/P Grade
January	12	Mon.	Mid-term
February	26	Thurs.	End of Quarter

SPRING QUARTER 1981
(55 Days)

March	2	Mon.	Registration
March	3	Tues.	Regular Classes Begin
March	10	Tues.	Last Day to Register or Add Classes
April	1	Wed.	Last Day to Drop Classes without W/F or W/P Grade
April	9	Thurs.	Mid-term
April	17	Fri.	Easter Holiday
April	20	Mon.	Easter Holiday
May	20	Wed.	End of Quarter
May	24	Sun.	Graduation

SUMMER QUARTER 1981
(55 Days)

June	1	Mon.	Registration for First & Full Summer Sessions
June	2	Tues.	Regular Classes Begin
July	6	Mon.	Independence Day Holiday
July	9	Thurs.	End of First Summer Session
July	10	Fri.	Registration for Second Summer Session
July	13	Mon.	Second Summer Session Classes Begin
August	19	Wed.	End of Quarter



SOUTHEASTERN COMMUNITY COLLEGE

It is for you, the people of our service area, that Southeastern Community College exits; therefore, who and what Southeastern Community College is depends on what your needs are. To this end the objectives of Southeastern Community College are:

To provide two-year college programs for transfer to a four-year college or university.

To provide technical-vocational programs which will prepare the students for employment in a specialized vocation.

To provide suitable courses and programs for adult students and qualifying high school students who desire to further their education, to improve their personal or business efficiency, or to enrich their cultural lives.

To serve as a center to foster cultural development in the College community.

Southeastern Community College enthusiastically supports the open door policy. If you are 18 years of age or older and think you may need Southeastern Community College, chances are Southeastern can serve you.

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ACCREDITATION AND MEMBERSHIPS

Southeastern Community College is chartered by the state of North Carolina. It is accredited by the Southern Association of Colleges and Schools and by the North Carolina State Board of Education.

The following programs are specially accredited:

(1) Nursing programs (associate in applied science program and diploma program) are accredited by the North Carolina Board of Nursing.
(2) Cosmetology is accredited by the North Carolina State Board of Cosmetic Arts.

Memberships include:
American Association of Junior Colleges
North Carolina Association of Junior Colleges
Southern Association of Colleges and Schools



President's Message

We are pleased with your interest in SCC.

Southeastern can offer you one of the finest experiences available in higher education. Our faculty and staff are dedicated to one purpose, that of providing for the student an exceptional environment for learning. Learning at Southeastern means studying in the library, chatting with a faculty member in the student lounge, catching up on lab experiences by using individualized instructional packages, attending one of the many fun and culture-filled arts series, visiting with one of our guest performing artists during an evening reception, attending the homecoming dance, attending review sessions with campus tutors, visiting with business or industrial representatives, serving on college committees, matching your interests and aptitudes with occupational trends, participating in small group discussions in classes, and yes, "rapping" with the President.

We have services available for adults of all ages, day and night, credit or non-credit.

There are many reasons to attend Southeastern Community College. We welcome you, and we look forward to what will be a mutually rewarding experience together.

W. Ronald McCarter

ORGANIZATION
BOARD OF TRUSTEES

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Lake Waccamaw, N.C

Arthur Williamson, Jr.
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Henry Wyche
Hallsboro, N.C.

Current S.G.A. President

ADMINISTRATIVE OFFICERS

W. Ronald McCarter	President
Walter D. Brown	Dean of Instruction
Dan W. Moore	Dean for Student Development
Robert G. Stanley	Business Manager

Personnel

Lois Bailey — Biology
B.S. Wake Forest University; M.A.T., UNC-Chapel Hill

William R. Ball — Forest Management
B.S., North Carolina State University; M.A., East Carolina University

Christine Balogh — Art
B.F.A., Academy of Fine Arts, Budapest; M.F.A., Academy of Fine Arts, Vienna

Janos Balogh — Equipment Technican,
B.S., Ra-Film Technical Institute, Budapest

Kenneth Barnes — Evening Supervisor
B.S., Atlantic Christian College

Thelma Barnes — English
A.B., Flora MacDonald College; M.A.T., Duke University

Else Berkstresser — Drama/Dance
B.A., Stockton State College; M.F.A., UNC-Greensboro

Vivian Beresoff — Science Lab Assistant
A.A., Columbia College

Chester M. Biggs, Jr. — Audio-Visual Coordinator
Learning Resources Center
B.S., University of Oklahoma; M.A., Appalachian State University

Ray Blackburn — Business
B.S., UNC-Wilmington; M.B.A., East Carolina University

Eric Brandt — Learning Center/
Emergency Care
B.S.H.S., Western Carolina University Certificate, Red Cross Instructor

Robert Brooks — Special Services-Upward Bound
A.A., Kittrell College; B.A., Elizabeth City State University

J.R. Brown, Jr. — Columbus Workshop
A.A., Southeastern Community College

Walter D. Brown — Dean of Instruction
B.A., Eastern New Mexico University; M.A.Ed., Eastern Carolina University

Freda M. Bullard — Business
A.A., Southeastern Community College; B.S., Pembroke State University; M.S.B.E., UNC-Greensboro

Richard F. Burkhardt — Music
B.S., Appalachian State University; M.M., Jordan College of Music, Butler University

Brenda Carter — Advisement Supervisor/
Business Instructor
BSSA, UNC-Greensboro, M.ED., N.C. State Universty 1980

Robert Carter — English
B.A., Frederick College; M.A., University of Virginia

Gary Alan Cheers — Coordinator Brusnwick County
B.A., UNC-Chapel Hill; M.A.T., University of Florida

James Clifton — Social Sciences
B.A., Wake Forest University; M.A., Duke University

Nancy Pearson Clifton — English
A.B., Smith College; M.A.T., Duke University

Linda Cole, R.N. — Nursing
B.S. East Carolina University

Henry J. Conner — Computer Supervisor
Research Assistant
Special Courses in Data Processing — Burroughs Corporation, South Dakota School of Mines and Technology, Air University

Winifred B. Cooke — Director, Learning Center
B.S., Evangel College; M.A.C.T., UNC-Chapel Hill

Christian Marshall Cupp — Library
B.S., East Tennessee State University; M.A., East Tennessee State Univesity; LPN, Womack Hospital

Theresa G. DeCarlo — Financial Aid Officer
Pembroke State University

Brenda Ebron — RSL-Tutorial Coordinator/
Instructor
B.A., Shaw University

Phyllis J. Feagin — Dean, College Transfer
Programs
B.A., Fort Wright College; M.A., Clarke College

Vivian Floyd — Director, Cooperative
Education
B.S., Pembroke State University; M.A.Ed., East Carolina University

Harry Foley — Supervisor, Adult Education
B.S., Western Carolina University

Leon M. Fox, Jr. — Dean of Occupational Education
B.S., North Carolina State University; M.B.A., University of Georgia

Lauren George — Child Development
A.A., Southeastern Community College; B.S.H.E., UNC-Greensboro M.Ed., UNC-Greensboro

Lillie Mae George — Columbus Workshop

Janet Gray, R.N. — Nursing
B.S.N., East Carolina University

George Greene — Transportation Maintenance
U.S. Navy Schools in Diesel Mechanics; General Motors Auto School

Sandra N. Green — Columbus Workshop

Charles E. Grigsby — Mathematics
B.S., UNC-Chapel Hill; M.A.T., Duke University; Ph.D., UNC-Chapel Hill

Evelyn Hamby — Learning Resource Center/
Library Assistant
A.A.S., Caldwell Community College

Susan Harmuth — Director, RSVP
B.S., Radford College

William A. Harper — Mathematics
B.S., East Carolina University; M.A., East Carolina University

Sue W. Hawks — Recruitment Coordinator
B.S., East Carolina University; M.Ed., North Carolina State University

Arnold Herring — Coordinator/SCC-
Pender County
B.S., N.C. Central University

Shirley B. Hough — Business
B.S., Flora MacDonald College; M.A., Appalachian State University

Teresa Miller Hughes — Financial Aid Assistant
B.A., Meredith College

Fred Hurteau — Graphics Artist
A.A.S., Technical Institute of Alamance

Robert Jackson — Welding
Certified Welder, Newport News Shipbuilding & Dry Dock Company

Helen Jones — Cosmetology
Diploma, Southeastern Community College

Jacobyna Jones — Business
B.A., Elon College; M.A., Appalachian State University

Donna Johnson — Columbus Workshop
B.S., Pembroke State University

Kathy E. Justice — English
B.A., Wilmington College; M.A., Appalachian State University

Robert L. King — Biology
B.A., Elon College, M.A., Appalachian State University

Ruby Lambdin — English
B.S., Concord College; B.A., Concord College; M.A., West Virginia University

Sharon Lawrence — Counselor
B.A., Elizabeth City State University, M.A., N.C. Central University

Becky Lundy — Reading
B.A., University of Arizona; M.Ed., Francis Marion College

Jacqueline R. Lye — English
B.A., Elon College; M.A.Ed., Western Carolina University

Sandra Malpass — Nursing
B.S.N., East Carolina University

Vernon Marlin — Mathematics
B.S., Southern Illinois University; M.S., Southern Illinois University; Ph.D., UNC-Chapel Hill

Marion Martin — Chemistry
A.B., Duke University; M.A., Duke University

W. Ronald McCarter — President
A.B., UNC-Chapel Hill; M.Ed., UNC-Chapel Hill; Ed.D., North Carolina State University

William McCullum — Electrical
A.A.S., Southeastern Community College

Doris McGavisk, R.N. — Nursing
Diploma, Watts Hospital School of Nursing; B.S., Mars Hill College; M.A.Ed., North Carolina State University

Eric McLamb — Public Information Writer
B.A., UNC-Wilmington; Associate Photographer's Degree, Hallmark Institute of Photography

Kay B. McLawhorn — Coordinator, Learning Center
B.S., East Carolina University

Harold McMillion — Director of Special Services/
Upward Bound
B.A., Marshall University; M.A., Marshall University; Ed.D., Nova University

Sharyn McSwain — Music
B.M., Mars Hill College; M.M. University of Kentucky

Thomas Mehalic — Criminal Justice
Institute of Applied Science; A.A.S., Southeastern Community College; B.S. Pembroke State University

Ira Melvin — Welding
Certificate, Wilson County Technical Institute

John Merritt — Agriculture Science
B.S., North Carolina State University

Brenda B. Miller — Library Assistant
A.A.S., Business Administration, Southeastern Community College

Dan W. Moore — Dean for Student Development
A.B., Guilford College; M.S., Virginia Commonwealth University; Ed.D., North Carolina State University

Joseph K. Nance — Physical Education
A.B., UNC-Chapel Hill; M.Ed., UNC-Chapel Hill

Nancy Nance — Nursing
B.S., UNC-Charlotte

Jan Niedringhaus — Women's Center Coordinator
B.S., Duke University; M.A., Wake Forest University

Roland C. Norris — Registrar
A.A., Campbell College; B.S., East Carolina University; M.Ed., East Carolina University

Rene Nye — Child Development
B.S., Pembroke State University

Nanette Pais — Counselor, Psychology, RSL
B.S., Virginia Polytechnic Institute; M.A., Virginia Polytechnic Institute

Betty Ann Page, R.N. — Director of Nursing
A.A.S., Southeastern Community College; B.S. Medical College of Georgia; M.S.N., Medical College of Georgia

Edward Pate — Welding
Certificate, Wilson County Technical Institute; Diploma, Cape Fear Industrial Training Center; Diplomas, International Correspondence School; A.A.S., Southeastern Community College

Eva Patterson — Special Services/Upward Bound
B.A., St. Augustine's College

Alvin Phillips — Outdoor Recreation Program
B.S., Clemson University; M.S., UNC-Chapel Hill

Robert W. Priest — Coordinator of Student Activities

Judy E. Sarvis — Special Services/
Upaward Bound
B.S., Pembroke State University, M.A.Ed., Western Carolina University

John Schaffer — Music
B.M., Wayne State University; M.A., Wayne State University

Gary Shaw — Electrical
A.A.S., Southeastern Community College

Sue Shaw, R.N. — Nursing
A.A., Mars Hill Junior College; B.S., Mars Hill College

Marshall Shepherd — Criminal Justice
A.A., Guilford College; B.S., Guilford College; M.A., East Carolina University

Phillip Simmons — Human Resource Development
University of Maryland; Electronic Certificate USAFI

William D. Small, Jr. — Superintendent, Building & Grounds
Diploma, Command and Staff College; Diploma, Aircraft Maintenance & Management

Audra A. Smith — Cosmetology
Certificate, Richmond Academy Vocational Technical School; Ray Phillips Salisbury Beauty School

Shaffer Smith — Electrical Engineering Technology
Central Conneticut State College; U.S. Navy Electrical School

Steve Smith — Director of Development and
Public Information
A.B., Atlantic Christian College; M.P.H., UNC-Chapel Hill

Glenda Dickens Snotherly — Financial Aid Assistant
B.A., ELon College

Robert G. Stanley — Business Manager
B.S., East Carolina University; M.A., East Carolina University

James Starnes — Social Sciences
A.B., High Point College; B.D., Emory University; M.A., East Carolina University

Julia M. Stocks — Director of Counseling Services
and Personnel Officer
B.A., Duke University; M.Ed., Duke University

Wesley Thompson — Counselor
B.S., Jacksonville State University; M.E., University of Virginia

John A. Voorhees — Social Science/Humanities
B.A., Berea College; M.A., University of Illinois

Anita Walker — Mathematics
A.S., Mt. Olive Junior College; B.S., Mars Hill College; M.A., Appalachian State University

Herschel Walsh — Physical Education
B.A., Western Kentucky; M.A., East Tennessee State

Betty Jo Walters — Cosmetology
Atlantic Beauty College; Robeson Technical Institute

T. Tucker Ward — Diesel Mechanics
U.S. Army Schools in Diesel Mechanics

Curtis Welborne — Humanities/Social Science
A.B., Elon College; M.A., East Carolina University

Marian Williams — Assistant Librarian
A.A., Southeastern Community College; B.A., Methodist College

Eltha Wilson — Tailoring and Alterations
Certificate, Supervisor Training, Southeastern Community College

William L. Wilson, Jr. — Dean of Adult Education
B.S., Louisiana State University; M.S., Louisiana State University

Robert L. Young — Physical Education
B.S., Campbell College; M.A., Appalachian State University

Classification of Programs

CERTIFICATES, DIPLOMAS, AND DEGREES CONFERRED BY SCC

1. **Certificate:** The certificate is conferred upon successful completion of occupational programs of less than one year in length.
2. **Diploma:** The diploma is conferred upon successful completion of specified one-year occupational programs
3. **Associate in Applied Science:** This degree is conferred upon successful completion of specified two-year occupational programs.
4. **Associate in Arts:** This degree is conferred upon successful completion of specified college transfer programs of the liberal arts variety.
5. **Associate in Fine Arts:** This degree is conferred upon successful completion of specified college transfer programs of the arts variety (i.e., music and visual art).
6. **Associate in Science:** This degree is conferred upon successful completion of specified college transfer programs of the science and technical variety (i.e., pre-engineering, math, and science).

APPEARANCE OF PROGRAM BY DEGREE

Students must be 18 years of age or older. High school diploma or GED is required; however, students who do not meet these requirements may be accepted as special students.

	CERTIFICATE, DIPLOMA OR DEGREE
Agricultural Science	A.A.S
Air Conditioning and Refrigeration	Diploma
Automotive Body Repair	Diploma
Automotive Mechanics	Diploma
Business Administration	A.A.S.
Carpentry and Cabinetmaking	Diploma
Child Development (Child Care Worker)	Diploma
Child Development (Early Childhood Specialist) (Teacher Associate with Reading Teaching Emphasis)	A.A.S.
Cosmetology	Diploma
Criminal Justice (Law Enforcement/Corrections)	A.A.S.
Electrical Engineering Technology	A.A.S
Electrical Installation and Maintenance	Diploma
Electronic Servicing	Certificate
Electronic Servicing	Diploma
Forest Management Technology	A.A.S.
General Office Technology	A.A.S
High School Diploma Program (ABE/GED)	Diploma
Industrial Maintenance-Electromechanical	Diploma
Nurse Assistant	Certificate
Nursing (ADN)	A.A.S.
Outdoor Recreation Resources	A.A.S.
Plumbing and Pipefitting	Diploma
Pottery Production	Diploma
Practial Nursing	Diploma
Secretarial Technology	A.A.S.
Transportation Maintenance Technology	A.A.S.
Veteran Farm Agriculture Program	A.A.S.
Veteran Farm Agriculture Program	Diploma
Vocational Instructors Program	A.A.S.
Welding	Certificate
Welding	Diploma

HIGH SCHOOL DIPLOMA REQUIRED:	CERTIFICATE, DIPLOMA, OR DEGREE
Courses leading to Associate in Arts	A.A.
Courses leading to Associate in Fine Arts	A.F.A.
Courses leading to Associate in Science	A.S.
Courses leading to Associate in Applied Science	A.A.S.

Admissions

ADMISSIONS

SCC has revised the admissions process so that prospective students must complete a minimum of paperwork and/or make a minimum of trips to the campus. Interested persons should request an application by mail or telephone (642-7141, Ext 264) or oy visiting the campus. Information required in addition to the application form is listed on the application form. (Additional requirements and admissions criteria for prospective nursing students are available upon request). The information required to complete the admissions process is as follows: (1) complete application form including photograph; (2) high school transcript or GED: (3) college transcript if applicable; (4) Southeastern Community College Placement Test scores; and (5) admissions interview with a counselor.

POLICY FOR ADMISSION OF CERTAIN HIGH SCHOOL STUDENTS

By authority of the North Carolina State Board of Education and agreements among the Southeastern Community College Board of Trustees and local Boards of Education, high school students may enroll at the College for credit and non-credit courses. Students must be at least 16 years of age, have the permission of their high school principal, and meet other criteria set forth in State and local guidelines. Additional information about this special program is available through the College and/or area high schools.

POLICY FOR ADMISSION OF INTERNATIONAL STUDENTS

1. In addition to a completed application, including transcripts from high school and previous colleges attended, an applicant's folder must contain:

(a) Scores on the Test of English as a Foreign Language (TOFEL).
(b) A completed copy of the College's Financial Statement for International Students.

2. The form I-20 (Immigration and Naturalization) is to be completed by a College official and the student. The College MUST retain a copy of this form, and the student (in some cases the College) mails this form to Immigration and Naturalization. It is on the basis of this form that an individual receives a student visa. Students are allowed to enter classes on the basis of the completed I-20 and documents cited in Item 1. Should a student visa not be issued, or should the College be notified by Immigration and Naturalization Services of other problems, the student will be asked to withdraw from the College.

3. It is the responsibility of the international student to see that subsequent required forms for the extension of visa, etc., are initiated and mailed to appropriate government officials.

4. All other admissions related procedures, such as required placement tests in reading and English, are also applicable to international students.

TESTING AND PLACEMENT

Since SCC is interested in meeting the individual needs of its students, placement tests in the areas of reading and English will be administered to all students entering degree programs and to all veterans who expect to receive VA educational benefits. A graduation plan which reflects the individual student's entrance skills will be developed for each student. If placement tests indicate the student's skills in reading, writing, or mathematics are above average, he may be allowed to take advanced courses. If the tests or other measures indicate that a student has not yet developed sufficient skill levels in mathematics and/or English, he may be directed to enroll in a skill-building course(s) in addition to courses required of all graduates; or he may be placed in developmental sections of English, reading, and math. All prescribed developmental courses must be completed within the first 36 hours of full credit courses unless the student obtains special permission from his program dean.

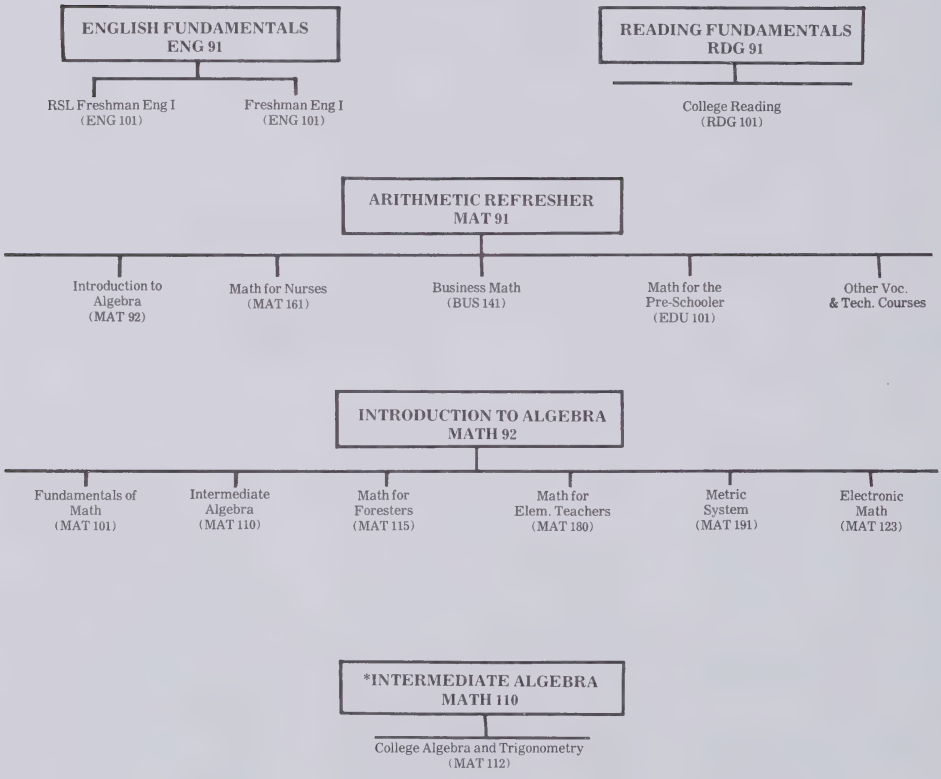
A student is required to take a placement test before he is assigned an advisor. He will be notified by the admission office of the dates the placement test will be administered. Placement tests will not be required for designated vocational programs. Many students find it advantageous to take the placement tests early in the spring, so that they can take prerequisite courses during the summer. All students entering degree programs are expected to have a test interpretation and course selection session with a counselor.

Southeastern Community College is an Equal Opportunity/Affirmative Action Employer and complies with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. A copy of Southeastern's Affirmative Action Plan is on file in the Library.

DEVELOPMENTAL COURSES PREREQUISITES

In order to meet the individual needs of its students, SCC has designed skill-building courses in English, reading and math. A student may "place out" of skill-building courses by achieving specified scores on the placement tests. A student scoring below the specified cut-off scores may be required (depending on the student's program) to complete one or more skill-building courses in addition to other requirements in that program.

Satisfactory placement test scores or completion of the developmental courses shown in the boxes is required for entrance into the courses listed below the boxes. The student should check the schedule for his program to see if any of the courses requiring prerequisite skills are included.



*While Intermediate Algebra is considered developmental for those planning to take College Algebra and Trigonometry, this course counts toward graduation requirements in math and does not add hours to the number of hours needed to graduate.

Students who enroll in ENG 91 or RSL ENG 101 or ENG 102 or other "90-level" courses will be required to take ORI 101 instead of ORI 100.

Expenses, Financial Aid

TUITION

Tuition is paid by each student when he/she registers for a course or courses at the beginning of each quarter.

Tuition is based on the number of CREDIT HOURS for which the student is registered. All IN-STATE students pay each quarter $3.25 per credit hour up to a maximum of $39.00 per quarter. (See RESIDENCY.) OUT-OF-STATE students pay each quarter $16.50 per credit hour; full time out-of-state students (12 credit hours or more) pay $198.00 per quarter. (See RESIDENCY.)

STUDENT ACTIVITY FEE

Student who take at least one course on campus and who enroll for eight or more hours will pay as follows:

Fall Quarter	$8.00
Winter Quarter	8.00
Spring Quarter	8.00
Summer Quarter	
(a) full session and/or first session	1.00
(b) second session	1.00
	$25 or $26.00

STUDENT INSURANCE

A low cost student insurance plan is available to all students. Students are urged to take advantage of this insurance. Each student is advised that technical institutes and community colleges are governmental agencies and as such are immune to liability in any suit which a student might institute for damage as a result of injuries received at school. It is, therefore, in the student's interest to protect himself with accident insurance.

CONTINUING EDUCATION STUDENTS

(Including High School Diploma Students)

There is a $5.00 registration fee for all students enrolled in continuing education programs. Exempt from this fee are local law enforcement officers, volunteer firemen, fire department personnel, volunteer life saving personnel, prison inmates, students enrolled in training programs for civil preparedness, and persons 65 years old or older.

BASIC EDUCATION STUDENTS

There is no tuition for basic education students.

RESIDENCY

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. In essence, the controlling North Carolina statute (G.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes." Ownership of property in or payment of taxes to the State of North Carolina does not automatically qualify one for the in-state tuition rate. Failure to provide requested information for residency classification can result in the student's being classified as a non-resident for tuition purposes and disciplinary action. A student who believes that he or she has been erroneously classified shall be permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee.

Regulations concerning the classification of students by residence for purpose of applicable tuition differentials are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. A copy of the manual is available in the Student Development Center for student inspection.

REFUNDS

Tuition refunds shall not be made unless the student is, in the judgment of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within ten calendar days after the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for amounts of $5.00 or less, unless a course or curriculum failed to materialize, in which case all tuition shall be refunded. No refunds will be made for changes in total class hours that are made solely for personal convenience. This policy applies to evening school as well as the day school. In the summer session, two/thirds of the tuition will be refunded only if withdrawal for unavoidable reasons occurs within five calendar days after the first day of class.

All refunds are forfeited for any student failing to adhere to proper withdrawal procedures.

STUDENT FINANCIAL AID

Southeastern Community College offers a variety of financial aid opportunities. The primary purpose of SCC's financial aid programs is to provide assistance to those students who, without aid, would be unable to begin or continue their college education.

Students who need financial assistance should contact their high school guidance counselor or the SCC Financial Aid Officer for information and applications. Those applying for assistance must file a Financial Aid Form (FAF) or a Family Financial Statement (FFS) designating BEOG and SCC as recipients of the needs analysis and an Institutional Data Form (IDF). These forms should be completed and received in the Financial Aid Office by April 15 to allow time for processing so that awards can be made before Fall Registration. To be eligible for financial assistance, the entering freshman must be a high school graduate and must meet all admissions requirements. Returning students must be in good academic standing as outlined in the Student Handbook, and the Student Financial Aid Handbook.

Below is a brief description of all financial aid programs administered by Southeastern Community College. A more detailed description of these programs is published yearly in the Student Financial Aid Handbook.

GRANTS AND SCHOLARSHIPS

1. Basic Educational Opportunity Grant Program (BEOG)

Basic Grants are federally funded and there is no specified field of specialization. The amount varies and is based on a formula which takes into account the amount a student and/or his family can contribute to his education. The award cannot be greater than one-half the cost of attending Southeastern Community College. These grants are based on entitlement and demonstrated need. The amount is fixed by the Federal Government and cannot be adjusted by the college.

2. Supplemental Education Opportunity Grant Program (SEOG)

Supplemental grants are federally funded and designed to provide assistance to students who demonstrate exceptional financial need. The minimum grant per year is $200, and recipients must agree to accept an equivalent amount of matching funds from other financial aid programs such as loans, work-study or other grants. SEOGs are non-repayable awards.

3. North Carolina Student Incentive Grant Program (NCSIG)

This program is administrated by the College Foundation, Inc. Funds are provided by the North Carolina State Education Assistance Authority under the 1965 Higher Education Act as amended. To qualify for a NCSIG, students must complete the necessary applications for financial aid, be a legal resident of North Carolina, be accepted for enrollment or enrolled in good standing in an institution of higher education in North Carolina, and demonstrate a substantial financial need. Applications should be received by College Foundation, Inc. by March 31.

4. Federal Nursing Scholarship Program (FNS)

Nursing scholarships are federally funded and are designed to assist students who demonstrate exceptional financial need and who are enrolled in the Associate Degree Nursing Program. These scholarships are non-repayable awards.

5. N.C. Prospective Teachers' Scholarship Loan Program (PTSL)

These scholarship/loans are offered by the North Carolina General Assembly through the State Board of Public Education and the Superintendent of Public Instruction. To be eligible a student must be a North Carolina resident, be enrolled in teacher education, and plan to teach in a North Carolina public school. Students must demonstrate financial need and above average academic potential. Applications may be obtained from the North Carolina Department of Public Instruction, Raleigh, N.C.

6. Institutional Scholarships

Institutional scholarships are offered to students attending SCC by civic organizations, service clubs, and individual donors. They are awarded to students who demonstrate above average academic ability and financial need.

Southeastern Community College offers scholarships to students in several areas. Most of these scholarships are based upon either academic or athletic merit. The Trustees of the College established an Academic Merit Scholarship program in October, 1978, which makes $500 scholarships available to seniors from Columbus County high schools. Athletic scholarships are established primarily through gifts from individuals within the community. These scholarships are distributed to both men and women participating on the College intercollegiate athletic teams.

Several local individuals/organizations provide scholarship funds specifically for nursing students. These scholarships are offered on a competitive basis and generally, are based upon a student's academic capabilities.

The SCC Secretaries Association offers a scholarship each year to a secretarial student who is academically deserving of such an award.

There are also academic scholarships awarded each year through the Clemmons Trust Fund. Generally, four scholarships are awarded to outstanding students from area high schools. Students receiving these scholarships have selected responsibilities with respect to projects, and they are coordinated through the Clemmons Trust Committee.

All of the above scholarships are available with merit as one consideration.

EMPLOYMENT

1. College Work-Study Program (CWSP)

The College Work-Study Program is federally funded and is designed to provide employment opportunities for students with limited financial resources to help pay for college expenses. The amount of a CWSP award varies and is determined solely on demonstrated need by the financial aid officer. An effort is made to assign students to jobs related to their major field of study or to utilize their specific skills and interest.

2. Plan Assuring College Education (PACE)

PACE-I.N.C. provides employment opportunities for students in their home communities at public or private non-profit agencies or organizations. The program is operated in conjunction with SCC, and eighty percent of funds for students' salaries are made available through the College Work-Study Program. The participating agency (employer) pays the remaining twenty percent. Students are expected to save a substantial portion of their summer earnings for college expenses the following academic year.

3. President's Service Stipend

These stipends are funded by the SCC Foundation and are designed to assist students who, under normal circumstances, cannot demonstrate sufficient need to qualify for federal financial aid funds. These awards cannot be greater than the cost of tuition, and students receiving them must provide a service to the College. Applicants must complete all financial aid applications and must also be sponsored by an SCC faculty-staff member who will supervise the student's service related activities.

LOANS

1. Federal Nursing Student Loan Program (FNSL)

A student is eligible to apply for the Nursing Loan if he/she is enrolled or accepted for enrollment as a full-time student in the Associate Degree Nursing Program. The interest rate is three percent per year, and a schedule for repayment of the loan is selected by the student at the time he/she ceases to be at least a half time student in the nursing program. Repayment and interest begin nine months after the student graduates or terminates his enrollment in the nursing program.

2. North Carolina Insured Student Loan Program.

This program is administered by College Foundation, Inc. which is the principal lender for North Carolina. Legal residents of North Carolina may borrow from this loan fund for post-secondary education. A loan cannot exceed one-half the cost of education, and each applicant must demonstrate financial need and maintain satisfactory academic progress. Repayment and interest on Insured Loans begin nine months after a student graduates or terminates his enrollment. These loans carry a seven percent interest rate.

3. Institutional Loans - Uncle Bill and Aunt Cora Jane Ward; C.R. Bailey; and Yetta Leder Loan Funds

The donors of these funds wish to assist students who

need loans to continue their education and who demonstrate the intention and general ability to successfully complete the course to be undertaken. Students must be accepted for admission before applications may be considered. Terms of these loans are very generous and should be discussed with the Financial Aid Officer.

4. Short Term Loans - J.H. Land; E.L. Derrick; Ruth Baldwin: and Whiteville Woman's Club

These are short-term loan funds designed to assist students who need small amounts of money for school-related emergency expenses.

5. Watson Trust Fund

This fund is administered by the Misses Yata, Theodosia and Fawn Watson of Fairmont, North Carolina and is intended to assist students in the Fairmont area in pursuing education beyond the high school level.

MISCELLANEOUS

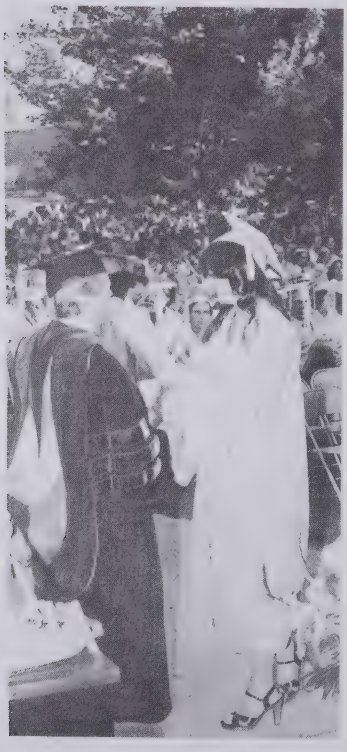
1. Vocational Rehabilitation Grants - Students with a physical disability may obtain grants-in-aid covering fees, books, and supplies through the Vocational Rehabilitation Service. To be eligible an individual must:

(a) Have a disability which interferes with employment.
(b) Have a reasonable chance of becoming suitably employed within an acceptable period of time.
(c) Be of, or close to, working age.

Further information can be obtained from your local Vocational Rehabilitation Office.

2. Veterans Administration Funds - Applicants who have not been separated from the armed services more than 10 years may be eligible for VA educational assistance. Contact the Registrar's Office for further information. Applicants who are dependents of deceased or disabled veterans with a service-connected disability may apply for financial assistance through the North Carolina Department of Veterans Affairs; 227 East Edenton St., Raleigh, N.C. 27611.

Note: For information concerning satisfactory progress and financial aid eligiblity, please see the 1980-81 Student Handbook or the 1980-81 Financial Aid Consumer Information Booklet.



Academic Regulations

OFFICIAL ANNOUNCEMENTS

Southeastern Community College has several official publications which are of interest to aplicants and students. These publications include the BULLETIN, the STUDENT HANDBOOK, and the RAM-O-GRAM, which is published and distributed on campus twice each week. All students are responsible for the content of these publications as they relate to activities at the College.

CREDIT

College Credit Hours or (Credits) are earned by students when they spend hours learning a skill such as welding or an academic body of knowledge such as English literature or political science. Courses for which credit hours or credit are given toward a degree or diploma are called CREDIT COURSES.

At SCC credit hours or credits are placed on each CREDIT subject. The number of credit hours is determined by the number of lecture, laboratory, or field experience hours determined necessary for each course.

SCC is on a Quarter System. Credit courses at SCC run for 11 weeks which is equivalent to a quarter. There is a fall, winter, spring, and summer quarter.

CREDIT HOUR EXPLANATION

Example 1. In a three credit-hour course at SCC, a student would normally be in class for three one-hour periods or two 1½-hour periods a week for a quarter.

John Doe's Math Class Schedule

Mon.	Tues.	Wed.	Thurs.	Fri.
8:30		8:30		8:30

or

Jane Doe's History Class Schedule

Mon.	Tues.	Wed.	Thurs.	Fri.
	10:30-12:00		10:30-12:00	

Example 2. In another three credit-hour course, a student may be in a course for three hours once a week.

Joe Doe's Business Class Schedule

Mon.	Tues.	Wed.	Thurs.	Fri.
7:00 pm 10:00 pm				

REGISTRATION PROCEDURES

Registration for classes at Southeastern Community College occurs at the beginning of each quarter and prior to the opening of the second session of summer school. Registration times and dates are normally announced well in advance through public media as well as campus publications. Registration for day classes normally occurs on the day before classes begin and registration for evening classes occurs on the night prior to the beginning of the quarter. Late registration is available through the first five days of the quarter and through the second class meeting for classes which meet only once each week. Additional registration information can be obtained by calling the Registrar's Office prior to the beginning of the quarter.

ADVISEMENT SYSTEM

Southeastern Community College has a faculty advisement program designed to identify and meet the needs of SCC students. Students are assigned an advisor on the basis of program interest. Students will remain with their advisor throughout their stay at SCC unless a change is requested by either the student or the faculty advisor.

STUDENT COURSE LOAD

The normal course load for a full-time student is a 15-18 credit hours. A student (freshman or sophomore) desiring to take more than 18 hours must obtain written permission from the dean of his program of study.

DROPPING-ADDING CLASSES

1. If you wish to drop or add a class you should obtain a Registration Change Notice (drop-add form) from the forms rack in the lobby of the main building. After completing required information on the form, you should have it signed by the instructors affected by the change, and by your advisor. Return the completed form to the Registrar's Office. Clearance must also be obtained from the library and financial aid office.

2. A person may register or add classes through the fifth class day of the quarter. (A late fee of $5.00 will be charged for any returning student who registers after the scheduled registration day.)

3. Any class may be dropped within the first 30 calendar days of the quarter without a transcript entry (except for complete withdrawals). After the 30 calendar days, a grade of WP or WF will be recorded for any class dropped.

4. WITHDRAWAL: For complete withdrawal from the College — See No. 1 above and page 9.

TESTS AND FINAL EXAMINATIONS

The instructor may give tests and quizzes, oral and written, at his discretion. Regularly scheduled final examinations will be given at the end of each quarter.

GRADING SYSTEM

At the end of the quarter the student will receive final grades for credit courses based on the following QUALITY POINT system:

GRADE	DEFINITION	QUALITY POINTS FOR CREDIT
A	Excellent Work	4 quality points per credit hour earned
B	Good Work	3 quality points per credit hour earned
C	Average Work	2 quality points per credit hour earned
D	Poor work, but passing	1 quality point per credit hour earned
I	Incomplete Work	0 quality points; students must complete work by sixth week the following quarter, unless an earlier date for completion is set. Failure to complete work by the designated date will result in a "F" grade being recorded.
IP	In Progress	
AU	A class is audited for no credit	0 quality points; students who register as AU and stop attending will receive a grade of F.
F	NO CREDIT. The student did not satisfactorily complete the minimum objectives of the course and must re-enroll if he/she wishes to receive credit for the course.	0 quality points
W	Official Withdrawl Student officially withdrew from the College in the first 30 calendar days of the quarter	0 quality points
WP	Official drop or withdrawal after 30 calendar days.	
WF	Official drop or withdrawal after 30 calendar days.	

Each student who is not performing satisfactorily in a subject will receive a mid-quarter evaluation of his progress in each course. Mid-quarter evaluations are for the student and his adviser's informational use and are not placed on the permanent record.

STUDENT CLASSIFICATION

FULL-TIME STUDENT - a student enrolled for 12 or more credit hours per quarter.

PART-TIME STUDENT - a student enrolled for less than 12 credit hours per quarter.

FRESHMAN - a student who has accumulated throughout a number of quarters, less than 45 credit hours.

SOPHOMORE - a student who has accumulated through several quarters more than 45 credit hours but less than 96 credit hours.

SPECIAL STUDENT - a student who has not completed all admission requirements and is not working toward a degree, but wants to take individual credit courses. After 15 credit hours are accumulated, the student should then apply for admission as a regular student.

WITHDRAWAL FROM COLLEGE

Students desiring to withdraw from the College should contact the Registrar's Office to obtain the necessary form for official withdrawal. A student who fails to withdraw officially will receive a grade of "F" for each course in which he is enrolled and may be unable to register in subsequent quarters. Those students who officially or unofficially withdraw may be asked to meet with the Educational Progress Assistance Committee prior to re-enrollment.

AUDITING

Students may audit courses at Southeastern Community College by going through the same registration procedure and paying the same fees as students taking those courses for credit. Students who audit courses may not be expected to complete the same requirements as students taking the course for credit. Students taking the course as an audit should arrange a meeting with their instructor early in the course to clarify their responsibilities.

ATTENDANCE

The College has no system for allowing for absences; therefore, no set number of class absences is authorized. It is expected that the student will take responsibility for a class or classes which absolutely MUST be missed. As a matter of courtesy, it is desirable that the reason for the absence be given to the instructor; this should be done prior to the absence whenever possible.

Warning notices for absences may be sent to the student by individual instructors. An excessive number of absences will result in the student's removal from the class roll. Upon removal the student will receive a grade of "F".

Any persons attending Southeastern Community College with financial assistance from the Veterans Administration and/or BEOG must adhere to a special attendance policy. Copies of this policy are published in the Student Handbook for additional information.

PROBATION EDUCATIONAL PROGRESS ASSISTANCE COMMITTEE

The purpose of the committee is to assist the student in the successful completion of his college goals. Successful progress towards graduation requires that the student earn a 2.00 (C) GPA on all hours attempted each quarter. A student whose GPA for any quarter is less than a 1.50 will be placed on probation for the next quarter enrolled. A letter will be sent to the student and he/she must consult with his/her advisor for additional direction. Students who demonstrate academic progress by earning a 2.00 GPA during the probationary quarter will no longer be on probation.

First time probationary students may pre-register for 14 hours maximum. They may use the "Add" process later if the terms of probation are met. Students who have been on probation for more than one quarter in succession are not permitted to pre-register; they must go through the regular registration process.

Students who DO NOT earn a 2.00 (C) GPA during the probationary quarter must meet with the Educational Progress Assistance Committee for guidance. A letter will be sent to those students and an interview time will be scheduled. Some of the ways the committee could assist the students are (but are not limited to):

(1) reduction of course load,
(2) individual or group counseling sessions,
(3) tutoring sessions,
(4) guidance into another curriculum,
(5) guidance into other programs, and
(6) temporary discontinuance of coursework.

NOTE: Students who would like to remove their probationary status summer quarter may do so if they earn a minimum of 2.00 (C) GPA on at least 12 quarter hours. Probationary students who cannot take at least 12 quarter hours during the summer may take courses during the summer and attempt to remove their probationary status during the fall quarter of the next academic year.

For information concerning satisfactory progress and financial aid eligibility, please see the STUDENT FINANCIAL AID HANDBOOK.

ACCESS TO STUDENT EDUCATIONAL RECORDS

BUCKLEY LAW: The Family Education Rights and Privacy Act (amended by S.J. Res. 40) gives students 18 and over, on request, the opportunity to inspect their educational records and an opportunity, if they wish, to challenge the content of their records. Parents of dependent students (according to IRS) have the same rights as noted above. A copy of the College policy is available upon request.

CHANGE OF PROGRAMS-CHANGE OF ADVISORS

Any change in a program by a student, or any advisor change by a student, is not valid unless the changes are made through the official college process. This process begins by contacting the Advisement Coordinator in the Counseling Services Trailer. Students who do not make changes by filing an appropriate request with the Advisement Coordinator will find that their records are neither accurate nor up to date.

ACADEMIC HONORS

Full-time students who excell in their academic work are recognized by Southeastern Community College in the following ways:

1. The Dean's List is published quarterly to recognize those students who have maintained a 3.50 average on a least 12 hours of work (with NO "D", "I", or "F" grades).

2. The Honor's List is published quarterly to recognize those who have maintained a 3.0 to 3.49 grade point average on at least 12 hours of work (with NO "D", "I", OR "F" grades).

3. Full-time college transfer and two-year occupational students who maintain a cumulative GPA of 3.50 on credit hours are invited to join Phi Theta Kappa, a National Honor Fraternity for junior college students.

CREDIT BY EXAMINATION

To obtain credit, a student may take a proficiency examination, approved by the appropriate departmental faculty, the appropriate division dean and the Dean of Instruction. Regular fees will be charged for credit by examination. (Contact the Registrar's Office for the procedure to follow.)

A veteran student may apply for credit toward graduation for training received under any of the armed forces college training programs. Credit may also be granted for specialized and technical training done under the auspices of the armed forces and courses taken through USAFI.

TRANSFER CREDITS

Southeastern Community College accepts "C" grade credits from other institutions when appropriate. The Registrar reviews each application for transfer of credit and makes a decision regarding the amount of credit to be transferred. Sometimes representatives from various departments on campus are consulted to determine an appropriate match between courses taken at other institutions and those offered at Southeastern Community College. Students desiring transfer credit should make a special effort to apply well before the beginning of a quarter. The maximum number of quarter hours that may be transferred into a degree program is 66.

GRADUATION REQUIREMENTS

1. All courses required by a given program must be completed with a minimum grade point average of 2.0 (C) on credit hours earned at Southeastern.
2. Associate Degrees require a minimum of 96 credit hours, the last 30 of which must be taken at Southeastern Community College.
3. Reading 101 or English 1101 is required for graduation (depending upon the program).
4. Orientation 100 is required for graduation.
5. Attendance at graduation exercises is mandatory unless approval for absence is obtained from the commencement committee.

APPLICATION FOR GRADUATION

During the winter quarter, students are given an opportunity to make an application for graduation, held at the end of the spring quarter. These applications include a request for data that will appear on the student's diploma. It is very important that these applications be filed when requested in order that diplomas may be accurately prepared. A $12.00 graduation fee, which includes the cost of the cap and gown and the printing of the diploma, is charged students who file for graduation during the specified time. Late fees are charged for those students who do not meet specified deadlines. The times for applying for graduation are published in College documents.

Student Life

BOOKSTORE

The College Bookstore is more than a place where textbooks can be bought and resold, though it handles this task more than adequately. It also houses a supply of paperbacks unrivaled by any other bookstore in the area. Come by and browse! The bookstore will specifically order any book on request. Jewelry, stationery, greeting cards, posters, sportswear, umbrellas, and stuffed animals are also available at the bookstore. Contact 642-7141, Ext. 260. Hours: Monday-Friday 9:00 to 4:00.

STUDENT DEVELOPMENT CENTER

The primary task of the Student Development Center is to assist in the development of human potentials. In carrying out this task the Student Development Center provides the following services:
Admissions Assistance
Community Outreach Services
Counseling (personal, educational, and occupational)
Financial Aid Assistance (what is available and how to apply for it)
Institutional Research and Evaluation
Job Placement
Maintenance of Student Records
Registration for Classes
Student Activities
Testing (Placement and Interest Surveys)
Tutoring
Veterans Affairs
Contact: Dean for Student Development
Telephone: 642-7141, Ext. 246

SPECIAL SERVICES

Special Services is a program designed to aid students with their academic objectives while at SCC. Many services are available on a free basis such as personal counseling, tutoring, transfer information, and career guidance. A cultural component is offered to introduce students to various forms of the arts. In order to apply for Special Services, a student should visit the Special Services Center in G262. For additional information, please call 642-7141, Ext. 277, or 642-7757

UPWARD BOUND

Upward Bound is a federally funded program designed to develop academic success skills in high school students working below their potential. The program conducts a summer and an academic year component for students who have completed the ninth or tenth grades and meet other requirements.

The summer program emphasizes academic courses in English, mathematics, science, and reading. Elective courses of physical education, music and art, provide the student with an innovative approach to education. During the academic school year, various cultural and educational activities are planned to provide students with an off-campus atmosphere for learning. A tutorial component is provided for students who may have difficulty in mastering their high school courses. A fully trained cadre of tutors, who are Southeastern Community College students, provide tutoring on a daily basis.

Participants in the Upward Bound Program receive a stipend each month that is used to defray transportation expenses. Nutritious meals are provided during the summer and academic year.

RESOURCES FOR STUDENT LEARNING

Resources for Student Learning serves a special population who qualify for its alternative approach to several traditional curricular areas. The student can take one course or through RSL. RSL realizes that all students do not learn best in a lecture-oriented classroom; it offers a range of freshman-level courses taught by instructors who want to help the individual student discover his own personal style of learning. Free tutoring in any course is available to all SCC students through RSL's peer tutoring program. Involvement is the KEYWORD with RSL. Telephone 642-7580, or 642-7141, Ext. 274.

LIBRARY

The Library is a service function of the College. It provides the instructional materials and educational resources for the instructional programs of the College. The LRC consists of the following areas:

1. **Library** - SCC houses one of the largest collections in the Community College System of North Carolina. It houses over 40,000 books and has an impressive collection of non-print educational materials. The hours are 8:30 a.m. until 10:00 p.m. Monday through Thursday, and 8:30 a.m. until 5:00 p.m. on Friday. The Library's resources are available to community members as well as the students and staff of the College. Telephone: 642-7141, EXT. 218, or 219.
2. **Audio-Visual — Instructional Design.** The Audio-Visual Development supports the College by providing A—V equipment for classroom utilization; the instructional designer recommends and designs instructional media with the support of the A-V production staff.
3. **Learning Laboratory (Programmed Instruction Center).** It is the center for the adult high school diploma program as well as the center for self-study programmed instruction courses in many subjects. Telephone 642-7141, Ext. 231.

STUDENT LOUNGE

The student lounge is the focal point of much extra-curricular activity at SCC. One can always find a great deal of animated discussion among students there as well as very serious pin-ball competition. A variety of food is available, and the everplaying juke box keeps the place lively.

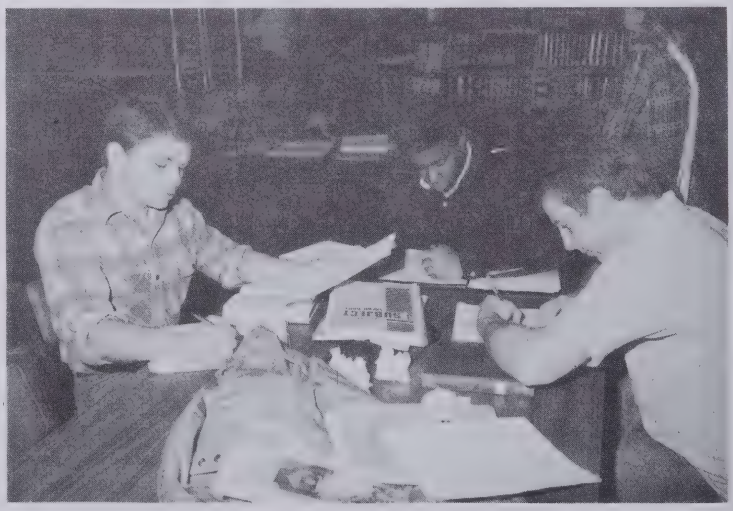
TRAFFIC RULES AND REGULATIONS

All parking areas have been repainted and spaces widened as necessary for ease of parking. As a reminder, traffic tickets will be given for the following:

1. Parking on grass.
2. Parking by yellow curb and/or fire hydrants.
3. Parking so as to take up more than one parking space or parking on or over the white lines.
4. Parking in spaces marked "No Parking Areas," "Tow Away Zones," "No Entry Except Authorized Vehicles."
5. Parking longer than five minutes in unloading zones, regardless of whether vehicles are occupied or not.
6. Students parking in faculty spaces.

Please obey the rules and keep security from issuing tickets.

Traffic regulations are explained fully in the Student Handbook.



USE OF STUDENT LOCKERS

Although lockers may be temporarily assigned for student use, the lockers are the property of the College and they are subject to the following regulations:

1. The College reserves the right to have a periodic schoolwide inspection of all lockers for the purpose of keeping lockers clean, for insuring that they are being used properly and do not contain any materials that are undesirable or illegal.

2. The College also reserves the right to inspect any given locker when the administration or a faculty member has reasonable grounds for suspicion that the locker is not being used for its intended purpose.

3. The inspection of lockers will be done jointly by at least two members of the College staff or faculty. Further, inspection of any single locker on the grounds of reasonable suspicion will always occur in the presence of the student if possible.

Students are reminded that the intended purpose of the lockers is to provide a place of safekeeping for student clothing, books and other personal items. Lockers are not intended to be a place of safekeeping for food, drink, pornographic materials or contraband of any kind.

USE OF COLLEGE FACILITIES (Loitering)

Southeastern Community College encourages the use of its facilities by citizens of this area in accordance with the stated purpose and policies of the institution. The primary priority for usage of College facilities is for enrolled students, staff and certified guests. At times, non-students loiter on the campus, especially in the Student Lounge, and interfere with the priority usage as stated above.

The Board of Trustees of Southeastern Community College authorizes the president of the College and his designated representatives to designate any or all areas of the campus as open only to enrolled students, staff, and certified guests. Explanation of the "certified guests" category may include: prospective students visiting the campus, guests attending authorized meetings, immediate families of enrolled students and staff, and/or other temporary guests.

A detailed definition of this policy may be established by the president, and appropriate signs may be posted stating that facilities for the College to handle problems in addition to those covered specifically by other legislative policies (e.g., traffic, disruption, weapons, etc.). This policy is aimed primarily at providing the president and his representatives with a means of banning any non-students from the campus who may be deemed undesirable or whose presence or actions may be inappropriate at a particular place or event.







Organizations and Activities

College Choir - The College Choir is open to all students at Southeastern Community College. The choir has performed in concert locally, at the college, and in neighboring states, including Florida, Washington D.C., and New York. The choir performs a balanced program of popular and sacred music. Opportunities for solo singing are also available. All students who enjoy singing should be a part of the College Choir.

Cosmetology Association - This association is the professional organization of cosmetology students which provides a link with cosmetology associations on a district, state, and national level.

Dance Club - The Dance Club is open to any student or community member with an interest and a background in the performing arts.

Drama Club - The Drama Club is open to any student or community member with a background or interest in the performing arts.

Honor Level Courses - Honor level courses are offered for very capable and advanced students in fulfillment of Southeastern's commitment to provide appropriate levels of educational opportunity for all students. Further, it is a particular objective of Southeastern to make it known that the College can and does provide extra rigorous and challenging courses for those in the community with such capabilities. Such courses have been offered in English and science; however, course offerings will be designed in any area upon sufficient demand. For further information, telephone 642-7141, Ext. 210.

Foreign Study Courses - Foreign Study Courses are offered and include travel to England, Italy, Russia, Greece, and Mexico. Such opportunities are viewed as particularly enriching to one's development and overall education. Such courses will be arranged periodically or upon demand. To secure information or to express interest, telephone 642-7141, Ext. 210.

Phi Theta Kappa - PTK is the honor society for Junior and Community Colleges. College Transfer and Technical students maintaining a grade point average of 3.5 (a B plus) for at least two quarters are eligible for nomination into the club.

Science Club - The Science Club is an affiliate of the Collegiate Academy of the North Carolina Academy of Sciences and is open to students and faculty interested in sharing an interest in science-related activities.

Sports Program - This program offers intramural sports activities as well as intercollegiate sports activities to all interested students.

Intercollegiate Sports - Among the sports enjoyed are baseball, basketball (girls and boys), volleyball (girls), and tennis.

Student Nurses Association - This in-house professional organization for student nurses provides a link for aspiring nurses at SCC with district, state, and national nursing organizations.

Student Government Association - The SGA provides an avenue for student participation in the organization and control of student-related activities and sponsors clubs which provide for activities like a Fine Arts Concert series, a film series, dances, and other activities.

Criminal Justice Club - The Criminal Justice Club is open to all criminal justice students. Its purpose is to promote good fellowship within the Criminal Justice Department and the community.

HUMANITIES PROGRAM

The Humanities Program helps students examine and appreciate the uniqueness and richness of the three cultures represented in Southeastern North Carolina by offering projects which focus on the three cultures, as well as on other cultures. Nigerian craftsmen, Appalachian folk musicians, weavers, graphic artists, poets, stage directors, and other creative individuals from just about every discipline imaginable have been brought to SCC's campus to share their knowledge and talent with students. Workshops are conducted by outside resource people as well as in-house talent on a wide spectrum of subjects.

PUBLICATIONS

Southeastern Community College has several official publications which are of interest to applicants and students. These publications include the BULLETIN, the STUDENT HANDBOOK, and the RAM-O-GRAM, which is published and distributed on campus twice each week. All students are responsible for the content of these publications as they relate to activities at the College. Other publications include the Financial Aid Consumer Information Booklet and SCC Newsletter.

HUMAN RESOURCES DEVELOPMENT

This program, like CETA, is geared to the financially stressed individual seeking to increase his employability. It offers a six-weeks orientation and motivation sesson in which the individual is encouraged to look at his strengths and weaknesses and to become more familiar with the "world of work." The individual receives counseling from professionals who work closely with him in selecting an area of work to pursue. After completing the six-week orientation and motivation session, the individual may be afforded an opportunity for various types of skills training; industrial sewing, welding, automotive mechanics, etc. Limited scholarships are provided through Human Resources Development. Regular tuition is $5.00 per course. Telephone 642-7141, Ext. 228.





Community and College Services

COMPREHENSIVE EMPLOYMENT TRAINING ACT (CETA)

The Comprehensive Employment Training Act or CETA (formerly called Manpower Development Training Act) provides comprehensive stipends to eligible economically stressed persons to apply for enrollment in any one-year occupational program at Southeastern. CETA's goal is to get those elgible for its funds into a job situation as soon as possible. CETA stipends provide for living expenses as well as tuition and supply expenses. Telephone 642-7141, Ext. 228.

SOUTHEASTERN IN BRUNSWICK COUNTY AND PENDER COUNTY

Southeastern offers college transfer course work in various locations in Brunswick and Pender Counties to more conveniently serve the needs of students in those areas. Courses are offered mainly at night but occasional daytime and weekend offerings are also scheduled. Southeastern Community College's on-campus students may enroll in any course offered in Brunswick or Pender County and Brunswick or Pender County students may also enroll in any on-campus course. For Brunswick County information, telephone 642-7141, Ext. 210 or the Coordinator, SCC-Brunswick Program, South Brunswick High School, Boiling Spring Lakes, N.C. 28461. For Pender County information, telephone 642-7141, Ext. 210 or the Coordinator, SCC-Pender Program, Burgaw, N.C. 28425 or telephone 259-4966.

GENERAL EDUCATION DEVELOPMENT

The General Education Development Test (GED) can be taken by any North Carolina resident who is 18 years or older and who has not completed his/her formal high school education. The test is comprised of five sections: reading comprehension, natural science, social science, English usage, and general mathematics. If satisfactory scores are made on the test, the adult will receive the High School Equivalency Certificate issued by the North Carolina Department of Public Instruction. Telephone 642-7141, Ext. 231.

PERFORMING ARTS SERIES

The Performing Arts Program is dedicated to bringing the finest in performing artists to SCC, the students, and the citizens of Southeastern North Carolina. These performances serve to elighten as well as to expand awareness of the arts.

DEPARTMENT OF CORRECTIONS

Another project SCC is sponsoring is a training program at the Brunswick Correctional Unit, a minimum security prison for felons in Columbus County. Curriculum and non-curriculum courses are offered in small engine repair, masonry, carpentry, residential wiring, plumbing-pipework, and high school completion.

COLUMBUS WORKSHOP

The Columbus workshop situated in the Carver-Moore School in Northwest Columbus County is comprised of handicapped people who perform a variety of jobs for industry and individuals. SCC provides instructors who teach adult basic education courses and skills to Columbus Workshop clients. Telephone 642-7141, Ext. 217.

RETIRED SENIOR VOLUNTEER PROGRAM

This program is open to persons 60 years of age or older in Columbus County who would like to become more involved in volunteer service to their community. RSVP volunteers offer their time on a regular basis in the hospital, schools, libraries, rest homes, and various other settings. For additional information, telephone 642-6274.

SPEAKERS' BUREAU

As a community service, Southeastern shares its talented faculty and staff with community organizations at no cost. The group of speakers is versed in a variety of topics ranging from "Life as a Foreign Exchange Student in a Small Mexican Town" to "Why a New Math." Telphone 642-7141, Ext. 217.

JOB PLACEMENT OFFICE

Southeastern Community College maintains a placement service to assist all interested students in becoming aware of career opportunities and to assist them in securing employment. For any student interested in securing employment off-campus, the placement counselor maintains an up-to-date file of job opportunities in the area and every effort is made to assist the student with employment needs. Latest placement information is posted in the RAM-O-GRAM.

For the benefit of technical and vocational students, prospective employers are invited to the campus to present their employment opportunities. In addition, a job opportunity file, applicant resume file, and a full-time referral service are maintained to assist the student. Further details on the placement service may be obtained from the Job Placement Office in the Counseling Trailer.

WOMEN'S CENTER

Special funding allows SCC to operate a Women's Center oriented toward providing counseling and instructional programs to adult students. Many adult students find the center to be a place to share with others who return to school after several years away





Programs Available At SCC

Agricultural Science
Air Conditioning and Refrigeration
Automotive Body Repair
Automotive Mechanics
Business Administration
Carpentry and Cabinetmaking
Child Development (Child Care Worker)
Child Development (Early Childhood Specialist)
Child Development (Teacher Associate with Reading Teaching Emphasis)
Cosmetology
Criminal Justice (Law Enforcement; Corrections)
Electrical Engineering Technology
Electrical Installation and Maintenance
Electronic Servicing
Forest Management Technology
General Office Technology
High School Diploma Program (ABE/GED)
Industrial Maintenance - Electromechanical
Nurse Assistant
Nursing
Outdoor Recreation Resources
Plumbing and Pipefitting
Pottery Production
Practical Nursing
Secretarial Technology
Transportation Maintenance Technology
Veteran Farm Agriculture Program
Vocational Instructors Program
Welding

High School diploma required:
Courses leading to Associate in Arts
Courses leading to Associate in Fine Arts
Courses leading to Associate in Science
Courses leading to Associate in Applied Science

The educational programs described in the BULLETIN are proposals only and not contracts. The offering of these programs and courses is subject to the discretion of the College administration.

Southeastern Community College does not discriminate on the basis of sex in the educational programs or activities which it operates. SCC is subject to the requirements of Title IX of the Educational Amendments of 1972 Prohibiting Sex Distrimination in Education, as interpreted and administered by the Department of Health, Education and Welfare. The requirements not to discriminate in educational programs and activities extend to employment in and admission to the College. Inquiries concerning the application of Title IX with regard to SCC may be referred to: Dean for Student Development, Southeastern Community College, Whiteville, N.C. 28472, (919) 642-7141, Ext. 245

Adult Education

CONTINUING EDUCATION

Adult education (continuing education) programs offer high interest vocational and academic programs for adults who desire to improve themselves through acquiring a new skill or through acquiring some new information. This program is flexible and depends on students' desires and needs and the availability of qualified persons to teach.

The Adult Education Division offers a wide variety of non-credit coures each quarter. New or additional courses may be started when 12 or more persons interested in a particular subject contact SCC and make their wishes known. Persons interested in more information about courses should call 642-7141, extension 217, or write Adult Education Division, Southeastern Community College, P.O. Box 151, Whiteville, N.C. 28472

Below is a partial list of courses which are available in Columbus County through the Adult Education Division of SCC.

VOCATIONAL
Aviation Ground School
Auto Mechanics
Blueprint Reading
Brickmasonry
Cabinetmaking
Carpentry
Chair Bottoming
Custodial Training
Farm Tractor Maintenance
Hair Styling
Horseshoeing
Machinist Fundamentals
Plumbing
Real Estate
Residential Wiring
Small Engine Repair
Taxidermy
Wig Care

HOME ECONOMICS
Cake Decorating
Clothing Construction
Crocheting
Drapery Construction
Flower Arranging
Hat Making
Interior Design
Needlework
Quilting
Tailoring
Tatting
Upholstery
Knitting

ACADEMIC
Adult Basic Education
Adult High School Completion
Bible
Local History

CIVIL PREPAREDNESS
Bomb Threat
Medical Self Help
Radiological Monitoring

FIREMANSHIP

All courses needed for training and upgrading firemen

LAW ENFORCEMENT
All courses needed for employment and upgrading law enforcement officers

OTHER COURSES
Boating Safety
Crisis Line Training
Displaced Homemakers
Driver Education
Environmental Science
Food Service
Gun Safety
Reality Therapy
Supervisory Development Training
Wastewater Treatment
Human Resources Development
Women's Studies
Organizational and Personnel Management

BUSINESS
ABC Stenoscript
Communications
Gregg Shorthand
Income Tax
Legal Secretarial Review
Office Procedure
Small Business Management
Stocks and Bonds
Typing

ART

Ceramics
Choral Music
Crafts
Crocheted Jewelry
Decoupage
Macrame
Oil Painting
Photography
Pine Needle Craft
Pottery
Water Color Painting

MEDICAL AND NURSING
First Aid
Nursing Assistant
RN Refresher
Emergency Medical Technology
LPN Upgrading
CPR

ORIENTATION AND MOTIVATION FOR DISPLACED HOMEMAKERS

This course is designed for persons who, due to divorce, separation, widowhood, or disability of a spouse, have lost their major means of financial support. The training offered in the program supplies an alternative to trying to find a job without marketable skills. Communication, assertiveness training, goal setting, decision making, and various job hunting techniques-such as how to find a job, how to write a resume, and interviewing skills are emphasized. Participants must meet eligibility requirements. For more information, telephone 642-7141, Ext. 217 or 642-8700.

ADULT BASIC EDUCATION

The Adult Basic Education Program offers free academic, consumer, and socio-cultural instruction to those people who, for any reason, were unable to achieve at least an eighth grade functional level. The grade levels will be determined by placement tests administered by the instructor and the level of schooling at which the individual stopped. There is no fee charged for an individual enrolling in the ABE program. The subject areas offered include survival functional skills in reading, writing, math, English grammar, vocabulary, science, and social studies. This program is offered in the Learning Center on the College Campus or at any of the extension centers located throughout Columbus County.

HIGH SCHOOL COMPLETION PROGRAMS

I. ADULT HIGH SCHOOL DIPLOMA PROGRAM

Through the cooperative efforts of Southeastern Community College and the Board of Education of Columbus County and Whiteville City Schools, a high school completion program has been initiated for persons over 18 years of age who have dropped out of school. To enter the program, the applicant should:

1. Have a minimum reading level of the 8th grade.
2. Be 18 years of age. (If he is 16-18 years of age, he must have written approval of his local school principal, superintendent, and parents or guardians. Permission forms can be obtained in the Learning Center.)
3. Have a certified transcript from an accredited secondary school, an ABE Diploma, or satisfactory scores on placement tests.

The equivalent of the following courses is required for graduation:

English	4 units
Math	2 units
Social Studies	2 units (1 U.S. History)
Science	2 units (1 Biology)

Credit is given for work previously completed by the student. Also, students must successfully pass the N.C. Competency Test to qualify for graduation. Any additional unit(s) or all of the above may be earned through required study in the Learning Center on campus or at any of the extension centers located throughout Columbus County.

A $5.00 registration fee is required. No financial aid from Southeastern Community College can be awarded to persons attending this program.

II. HIGH SCHOOL EQUIVALENCY PROGRAM (GED)

Application can be made in the Learning Center for the GED tests by any person who is not a high school graduate. The GED consists of five subtests: Writing Skills (English grammar); Social Science; Sciences; Reading Skills; and General Math ability. A person can qualify to take the GED if:

a. He is 18 years of age or older; however, an applicant 16-18 years may apply for the tests provided he has been out of a regular school program for at least six months and has obtained special permission through his principal, superintendent, and parental signature notorized.
b. He is a resident of the State.
c. He has a definite vocational or educational purpose.

A total standard score of 225 points with no single test score below a standard score of 35 qualifies the applicant to receive a high school equivalency certificate. This certificate is issued by the N.C. Board of Education and is mailed directly to the recipient. A $5.00 fee is charged to take the test; however, should the applicant desire to study prior to testing, he may enroll in the Learning Center. (A $5.00 registration fee is required.) Should the applicant fail all or any part of the GED tests, a six months waiting period of extensive study is required prior to re-testing. The applicant should contact personnel in the Learning Center to obtain times and dates of testing. Applicants must provide proper identification during testing.

GENERAL INTEREST

Materials are also available in the Learning Center for those adults, high school graduates, who wish to improve their skills or do further study in some particular area. A $5.00 fee is required for enrollment. In addition to the subjects generally studied in high school and college transfer work, there are courses in learning skills, modern consumer education, job training, bookkeeping, algebra, Negro history, and many others.

Occupational Programs

Cooperative Education

The Cooperative Education Program is designed to give students the opportunity to integrate classroom study with practical experience in their major field. This is done by working part-time and attending school part-time on an alternating quarter basis.

Student Eligibility Requirements:

A. All curriculum students who have completed at least six credit quarter hours and maintained a grade point average of 2.00 and/or have permission from the Departmental Coordinator and Cooperative Education Coordinator are eligible to enroll in Cooperative Education.

B. Students should plan to graduate from Southeastern Community College.

C. Students should intend to remain in the Cooperative Education Program until graduation from Southeastern or until the maximum credit hours allowed are earned.

Students who are interested in the Cooperative Education Program should make application according to the following procedures:

A. The student should obtain an "Application for Cooperative Education Program" form from his Departmental Coordinator and make an appointment for reviewing the completed application with the Departmental Coordinator.

B. The Departmental Coordinator will conduct an in-depth interview with the student regarding his career and possible cooperative assignments.

C. If the student is accepted, the Departmental Coordinator with the assistance of the Cooperative Education Coordinator will be responsible for locating an appropriate training position.

Academic credit for Cooperative Education may be earned as follows:

A. The formula for awarding credit will be one (1) quarter credit hour for satisfactory completion of each quarter's cooperative training assignment of ten (10) contact hours per week. A maximum of four (4) credit hours may be earned in Cooperative Education per quarter. The Departmental Coordinator will grade the assignment based on reports submitted by the student and the evaluation made by the employer.

B. Students enrolled in Cooperative Education may receive credit for co-op. Such credit, up to a maximum of twelve (12) credit quarter hours for occupational students and six (6) credit quarter hours for college transfer students, shall be non-additive; that is, the student may use it to satisfy degree requirements. Vocational/technical curriculums which require co-op course will get full credit for co-op; other curriculums may use it to satisfy degree requirements that are not otherwise specified in the SCC **Bulletin.**

Programs which offer Cooperative Education Experience are:

Agricultural Science
Business Administration
Child Care Worker
Criminal Justice
Early Childhood Specialist
Electrical Engineering Techology
Forest Management Technology
General Office Technology
Outdoor Recreation Resources
Secretarial Technology
Teacher Associate (Reading Emphasis)
Transportation Maintenance Technology

For further information, contact the Co-op office or Department Coordinator.

Certificate Programs

ELECTRONIC SERVICING CERTIFICATE

Program Justification

Modern home entertainment systems include sophisticated radio, stereo, and television components. As the popularity of these items increases, there will be an increasing demand for trained service personnel who have the skills necessary for installing and troubleshooting these systems.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be considered for admission as special students if they do not meet these requirements.

Program Description

This curriculum is designed to provide the student with a basic knowledge of electronic theory and troubleshooting techniques. Basic circuit design, tube and semiconductor theory, radio receiver circuitry, and television theory are the major topics covered in the 396 clock hours of instruction. When offered on a part-time basis in the evening school, the curriculum consists of six quarters of instruction and covers a time span of eighteen months.

Related Job Titles/Employment Possibilities

Graduates of this program working under supervision of experienced radio and television repairmen will test and troubleshoot circuitry, install replacement parts, and perform other routine service operations as needed. Through experience and additional in-depth study, graduates of this program may acquire the knowledge and skills to become proficient in diagnosing and servicing radio and television sets.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ELN	1104	Fundamentals of Electronics I	4(2-4)
			5(3-4)

		2nd Quarter	Credits
ELN	1105	Fundamentals of Electronics II	4(2-4)

		3rd Quarter	Credits
ELN	1106	Amplifier Systems and Servicing	4(2-4)

		4th Quarter	Credits
ELN	1107	Practical Radio Servicing	4(2-4)

		5th Quarter	Credits
ELN	1115	Television Receiver Circuits and Servicing I	4(2-4)

		6th Quarter	Credits
ELN	1116	Television Receiver Circuits and Servicing II	4(2-4)

Total Credit Hours Required: 25

NURSES' ASSISTANT CERTIFICATE

Program Justification

The Nurses' Assistant Program is designed to meet the increasing need for trained personnel to provide basic nursing care for patients who are convalescing or who have minor illnesses. Working under the supervision of a licensed nurse, the nurses' assistant is an unlicensed health worker who can perform a number of routine tasks that allow the licensed nurse to devote more time to specialized nursing care. Through employment of well-trained nurses' assistants to perform basic nursing care for patients, many hospitals and nursing homes are able to continue functioning efficiently in spite of often critical shortages of licensed nurses.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be considered for admission as special students if they do not meet these requirements.

Related Job Titles/Employment Possibilities

Excellent job opportunities exist for graduates of the program as nurses' assistants, health assistants, hospital orderlies, medical office assistants, nursing home assistants, and many others. Students completing only the first quarter will be trained in some of the basic skills required for home nursing.

Program Description

This program is offered during the day over a two-quarter period. The first quarter of the program provides training in basic medical terminology and home nursing care. The second quarter provides in-depth classroom training in basic nursing skills and more than forty hours of clinical experience.

REQUIRED CURRICULUM

		1st Quarter	Credits
ENG	1101	Communication Skills	5(5-0)
NUR	101	Introduction to Health Care	1(1-0)
NUR	1000	Nurses' Assistant I	3(2-4)
ORI	100	Freshman Orientation	1(1-0)
			10(9-4)

		2nd Quarter	Credits
NUR	102	Introduction to Health Care	1(1-0)
NUR	1100	Nurses' Assistant II	5(3-6)
			6(4-6)

Total Credit Hours Required: 16



SCC

"An Equal Employment Opportunity/Affirmative Action Employer"

1980-81 COURSE DESCRIPTIONS



Three digit course numbers designate courses which lead to an

1) Associate in Arts Degree, i.e., ENG 101
2) Associate in Fine Arts Degree, i.e., ART 110
3) Associate in Science Degree. i.e., MAT 251
4) Associate in Applied Science Degree, i.e., MAT 115.

Four digit course numbers designate course which lead to a:

1) Diploma
2) Certificate

The numbers to the far right following course titles have the following meaning:

The first number indicates CREDITS awarded for the course.
The second number in parenthesis indicates the number of CLASS HOURS (i.e., hours spent in lecture of discussion) per week.
The third number in parenthesis indicates the number of laboratory hours, shop hours or studio per week

For practice, interpret the following notation:

4(3-2)

4 credits will be awarded for the course. 3 hours will be spent in class each week, and 2 hours will be spent in lab or shop per week.

SPECIAL TOPICS **1 to 3 credits**
Upon approval of program dean, a department may schedule courses on special topics in any quarter. The course many carry from 1 to 3 credits with course numbers ranging from 194 to 199. The course will carry the prefix of the department by which it is offered (example: SOC 194.) NOTE: Numbers 195 to 198 are assigned to cooperative education courses in selected technical programs.

AGR 100 Farm Pond Development **1(1-0)**
In this course, each student will have the project of planning the development of a farm pond for recreation and commercial fishing; factors such as capital outlay, feasibility of land, and future production will be considered in the student's projects.

AGR 101 Farm Tractor Repair I **3(2-3)**
A study of farm tractors, including gas and diesel engines. Units to be studied include engines, ignition, electrical, braking, cooling and transmission systems.

AGR 102 Farm Business Mgt. **2(2-0)**
Business management techniques and skills which apply to farm operations are covered in this course. Areas covered include: development of the concepts of costs and budgets as an aid in choosing what to produce, analysis of production factors to determine the least cost production procedure, analysis of data to determine level of production yielding highest net revenue, and examination of the inter-relationship of farm size, efficiency, gross farm income and net farm income.

AGR 104 Beef and Swine Production **2(2-0)**
A study of the principles of selecting, breeding, feeding, care and management of beef cattle and swine.

AGR 105 Farm Tractors II **3(2-3)**
A continuation of AGR 101.

AGR 107 Farm Accounting and Records **2(2-0)**
An introductory course to accounting methods applicable to farm management.

AGR 109 Soil Science and Forage Crops **2(2-0)**
A study of the development, classification, evaluation and management of soils and the care, cultivation and conservation of soil fertilizers.Also studied are the major grasses and legumes of economic importance in North Carolina.

AGR 110 Animal Science **2(2-0)**
The fundamental principles of dairying and meat and animal production. The importance of dairy and meat products in the diet and in the economy.

AGR 111 Feeds and Feeding **2(2-0)**
An introduction to applied animal nutrition, including the structure and function of the digestive tract, the nutrient value and classificiation of foodstuffs and the nutrient requirements and the formulation of livestock rations.

AGR 112 Farm Safety and First Aid **1(1-0)**
An introduction of first aid to farmers to aid them in farm injuries. The study of OSHA requirements on the farm dealing with safety and machinery.

AGR 113 Wildlife Management **2(2-0)**
The principles of management, protection, and conservation of those warm blooded vertebrates of aesthetic, sports or food values in urban, rural, and wilderness areas.

AGR 114 Agriculture Electrification **3(2-3)**
A study of basic principles of wiring farm buildings in the application of electricity to agriculture production.

AGR 115 Farm Service Agencies **1(1-0)**
The study of the operations of ASCS, FHA, Cooperative Extension Service, Farm Bureau, Grange and Soil Conservation Service. To study the needs of and aids to the farmer.

AGR 117 Grain Crops and Animal Feeding **2(2-0)**
A study of scientific methods in the production of grain crops; composition, feed additive and nutritional requirements of livestock, as well as practical and economical feed formulation, are covered.

AGR 121 Weed Identification and Control **2(2-0)**
A study dealing with the identification of annual and perennial weeds and grasses of North Carolina and the economic advantages of controlling them.

AGR 122 Farm Machinery Repair and Maintenance I **3(2-3)**
Through demonstration and actual practical experience with all kinds of farm machinery, the proper care and the economic value of proper care and servicing of farm machinery are stressed.

AGR 123 Horticulture **2(2-0)**
This course will be a mix between dealing with the fundamentals of forestry and farm forestry problems including planning, thinning, harvesting, and marketing and a study of the principles of care and selection of plants, shrubs, trees, and grasses for the home landscape. Field trips and demonstrations will be utilized to develop skills and practices needed in this discipline.

AGR 124 Plant Propagation & Identification **1(1-0)**
Plant reproduction is studied from a scientific point of view; special attention is given to shrub propagation for the home landscape plan.

AGR 125 Cabinet Making and Repair **3(2-3)**
Blueprinting of cabinets to be utilized in the home and on the farm is emphasized, as well as various glues, varnishes and stains. Each student has the experience in shop of completing a cabinet project based on a home and/or farm cabinet need.

AGR 128 Farm and Home Construction I **3(2-3)**
This course deals with the fundamentals of farm carpentry. An opportunity is given the student to apply skills learned to a home construction project.

AGR 130 Pesticides **2(2-0)**
A study of the methods of controlling the beneficial and harmful insects affecting farm production in North Carolina

AGR 131 Soybean Production **2(2-0)**
Crop characteristics, varieties, environmental factors, rotations, control of pests and other production practices are covered.

AGR 132 Livestock Diseases and Parasites **2(2-0)**
A study of the cause, damage, symptoms, prevention and treatment of parasites; management factors relating to disease and parasite prevention and control are examined.

AGR 133 Farm Water and Plumbing Systems I **3(2-3)**
A study of farm water needs and waste disposal; attention is given to planning and installing the system and its proper care and maintenance.

AGR 134 Tobacco Production **2(2-0)**
A study of production practices relevant to flue - cured tobacco in North Carolina; plant bed practices, field production machinery, cultural practices, fertilization, harvesting, and marketing are covered.

AGR 135 Agricultural Law **2(2-0)**
Designed to acquaint the student with basic principals of law. Contracts, agency and negotiable instruments, partnerships, corporations, sales, surety - ship, bailments, and real property are cover.

AGR 136 Agricultural Math **1(1-0)**
A study of the fundamental operations and their application to business problems; payrolls, marketing prices, interest, discount commissions, and taxes are covered.

AGR 137 Home Appliance Repair 3(2-3)
Repairing commonly used electrical appliances and machinery in the home or on the farm is stressed in this course.

AGR 138 Farm Records and Taxes 2(2-0)
A study of the records necessary in order to complete a tax form; prodecures and skills involved in income tax computations are also covered.

AGR 139 Fertilizers and Lime 2(2-0)
A review of the sources, function and utilization of major and minor plant food factors; commercial fertilizer ingredients, and soil acidity are covered.

AGR 140 Vegetable Production 1(1-0)
An examination of the commercial feasibility of vegetable production with a particular emphasis on vegetable crops that may be produced commericially in North Carolina.

AGR 141 Surveying 3(2-3)
A study of the theory and practice of elementary claim surveying.

AGR 142 Agriculture Finance 2(2-0)
An analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit.

AGR 143 New Sources of Farm Income 2(2-0)
The farm enterprise system is analyzed and areas of production not present in the student's farm operation are explored.

AGR 144 Opportunities in Agriculture Business 1(1-0)
This course presents the opportunities for part - or full - time employment in farm related occupations. Agriculture businesses such as feed and fertilizers, as well as farm custom machinery work, are considered.

AGR 145 Marketing of Farm Products 3(2-3)
A study of farm market futures of grain, hedging and grading of farm crops. Field trips during the study of tobacco sales, vegetable sales, and grass sales will be required.

AGR 146 Soybean & Corn Production 3(3-0)
The production and improvement of corn and soybean products. The latest information on varieties, seed, fertilizer, disease, insect and weed control will be stressed. Equipment and harvesting techniques shall be incorporated for higher yields.

AGR 147 Fertilizer and Lime 3(2-2)
A study of the factors influencing soil productivity with emphasis upon fertilizer materials applied to Southeastern North Carolina soils. This study will include liquid and suspension fertilzier and bulk blend materials. Lime sources and the influence of soil acidity upon soil fertility and plant growth will be discussed. Soil testing and plant nutrient requirements of both secondary and major elements and how to correct them.

AGR 152 Farm Machinery Repair and Maintenance II 3(2-3)
This course is a continuation of AGR 122.

AGR 153 Farm Water and Plumbing Systems II 3(0-5)
A continuation of AGR 133.

AGR 155 Tobacco Production 3(3-0)
A study of production practices relevant to flue-cured tobacco in North Carolina. Plant bed practices, field production machinery, cultural practices, fertilization, harvesting and marketing are covered.

AGR 156 Welding 3(2-3)
Arc and gas welding are studied in this course; safety and care of welding equipment is emphasized and applied. Welded joints and flame cutting are discussed and practiced in various positions that are applicable to mechanical repair work in steel fabrication.

AGR 157 Agriculture Calculations 3(3-0)
This course is designed to improve the student's ability in practical or applied calculations related to farm equipment, land surveying, area volumes, decimals, ratios, graphs, and averages.

AGR 158 Farm and Home Construction II 3(2-3)
A continuation of AGR 128.

AGR 160 Agriculture Service Agencies 3(3-0)
A comprehensive study of local, state and federal services agencies that serve the farmer. Agriculture Stabilization Cooperation Services, Production Credit Association, Federal Land Bank, Farmers Home Administration and Federal Crop Insurance are some of the service agencies that will be studied in this course.

AGR 162 Farm Marketing 1(1-0)
This course is a study of farm marketing procedures. Local marketing procedures and probabilities are emphasized.

AGR 163 Seed Production 2(2-0)
A study of the production of quality seed in the southeastern United States. The seed chain for breeders of seed in North Carolina is outlined.

AGR 164 Community Leadership 1(1-0)
Robert's Rules of Parliamentary Procedure are emphasized and practiced in class; leadership roles and functions are covered in small group sessions.

AGR 170 Agriculture Cooperative Work Experience 4(0-40)
This course is designed for work experience on the farm under the supervision of an insructor. The student will maintain complete and accurate records on cost and taxes. The instructor of this course will visit the student a minimum of twice during the quarter. The on-site visit will assist the student by providing information on crops and the general operation of a farm.

AGR 171 Farm Insurance 2(2-0)
Insurance information relative to a farmer's needs are covered in the course. Life insurance, compensation, liability, mortgage insurance and accident insurance are emphasized as they regard the farmer and the employee.

AGR 172 Outdoor Recreation 1(1-0)
A study of the opportunities for farmers in the development of outdoor recreation areas are covered; local, state and federal matching funding for outdoor recreation development are emphasized.

AGR 173 Forest Farm Management 2(2-0)
A study of the maintenance, harvesting, and planting of local forest trees with an emphasis on tree farms and the economics of tree farming.

AGR 174 Botany 3(2-3)
A study of the internal and external structure of plant life of the forest is emphasized in this course. The functions of the various parts of trees, the interrelationships of trees and other vegetation as well as the uses of the ecology of the forest are covered.

AGR 175 Agriculture Records 4(1-6)
The composition and maintenance of farm records relative to the obtaining of farm credit. A single entry system shall be taught and instructors will work with the student individually and as a group in class.

AGR 176 Agriculture Business Management 4(1-6)
This course is designed to enable the student to learn the basic principles of a successful agriculture business. Problems in farm budgeting, capital acquisition, land acquisition, farm size and business organization will be topics of special interest.

AGR 180 Agriculture Cooperative Work Experience 4(0-40)
This optional course is designed for continued work experience on the farm under the supervision of an instructor. The student will maintain complete and accurate records on cost and taxes. The instructor of this course will visit the working student a minimum of twice during the quarter. The on-site visit will assist the student by providing information concerning the general operation of a farm.

AGR 200 Small Engine Mechanics 4(2-4)
Subject includes air cleaners, fuel systems, ignition systems, lubrication, crankshaft, valves and rings, trouble-shooting, and tune-up.

AGR 201 Agriculture Economics 3(3-0)
An introduction to economics, the functions of the economic system and agriculture's role in the economy. A review of the functions of the manager and an introduction to the principles he uses in making decisions to adjust to changing conditions. Analysis of the main source of change which affect agriculture firms.

AGR 203 Agriculture Taxes 3(3-0)
A study of the records necessary in order to complete a tax form; procedures and skills involved in income tax computations are also covered.

AGR 204 Insurance for Agriculture 3(3-0)
Life insurance, workers' compensation, liability, mortgage and accident insurance are emphasized as they concern the farmer and his employees.

AGR 205 Pesticides 3(3-0)
A study of the methods of controlling the beneficial and harmful insects affecting Southeastern North Carolina crops. A certification will be granted to those suc cessfully completing the state exam.

AGR 206 Safety in Today's Agriculture 1(1-0)
A study of potential farm hazards and methods of preventing or reducing farm accidents. Also covered will be state regulations concerning highway use of farm machinery and a review of first aid techniques.

AGR 207 Agriculture Law 3(3-0)
Designed to acquaint the student with basic law. Contracts, agency and negotiable instruments, partnerships, corporations, sales, suretyship, bailments, and real property are covered.

AGR 208 Feeds & Feeding 3(3-0)
A study of the composition of feeds, feed additives and the nutritional requirements of livestock. The course includes a study of the principles used in formulation of practical and economical rations of livestock.

AGR 209 Beef & Swine Production 3(3-0)
Development of the beef and swine production and marketing industries; principles and practices of selection, breeding, feeding, housing, marketing and management of beef and swine.

AGR 225 Structural Design of Farm Buildings 3(3-0)
The layout practices, design methods, use of material and the environmental relationships that are related to current changes for agricultural production techniques. Students will investigate farm structure problems.

AGR 226 Livestock Disease Control 3(3-0)
A study of the latest advances in disease control methods with emphasis on preventive measures, including antibiotics and feed supplements.

AGR 227 Breeding of Farm Animals 2(2-0)
Cattle and swine reproduction are emphasized in practical application on the farm. Genetics will be incorporated in the course content as well as study of artificial insemination methods.

AGR 228 Economic Organization of Agriculture 2(2-0)
A study of the organization and operation of our economic system as related to farming. Economic forces determining the production, level of prices and consumption of farm products. The role of the government and households in farm economics.

AGR 229 Vegetable and Harvesting and Grading 2(2-0)
A course designed to provide practical experience and understanding of manual and mechanical harvesting and grading aids. Government grading practices, quality standards, packaging, and special handling methods involved in vegetable production will be studied.

AGR 230 Food Processing and Storage 3(3-0)
A study of food processing practices as applied to farm produce. Packaging, sterilization, and preservation of food for storage and shippping will be studied. Additional topics to be covered include federal regulations, food chemistry, and bacterial control.

AGR 231 Swine Management and Production 3(3-0)
A scientific study of selecting, breeding, feeding, and management of swine. Special emphasis will be placed on planning, breeding, and marketing as applied to swine production.

AGR 232 Farm Safety 2(2-0)
A study of potential farm hazards and methods of preventing or reducing farm accidents. Also covered will be state regulations concerning highway use of farm machinery and a review of first aid techniques.

AGR 233 Farm Labor Management 2(2-0)
A study of farm labor relations with management with special emphasis on working condition, liability, taxes, and social security requirements.

AGR 234 Farm Estate and Business Planning 3(3-0)
An examination of how farm property is held and owned and a review of the family insurance program. Additional study will be include special considerations in farm organization and estate planning.

AGR 235 Chemical Controls of Weeds 2(2-0)
The chemicals and physical properties of agricultural chemicals, their uses and effects on plants and their toxicity to man and animals. Chemical formulations, calibration of equipment, and methods of application in weed control are also covered.

AGR 236 Agricultural Communications 3(3-0)
A course concerned with the applicability of communications theory to agricultural organizations. Emphasis will be placed on interpersonal communications skills designed to assist the farmer in working with small groups and various farm agencies.

AHR 101 Automotive Heating Air-Conditioning 4(2-4)
This course emphasizes the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing are stressed.

AHR 111 Advanced Automotive Heating & Air Conditioning 4(2-4)
A continuation of AHR 101.

AHR 1121 Principles of Refrigeration 6(4-6)
An introduction to the principles of refrigeration; various refrigerants are examined, as well as the use and construction of valves, fittings, and basic controls. Practical experience involves: tube bending, flaring, and soldering. Safety procedures and measures are always emphasized.

AHR 1122 Domestic and Commercial Refrigeration 6(4-6)
A study of domestic and commercial refrigeration systems emphasizing the servicing and maintenance of these systems. Utilization of manufacturors' catalogs in sizing and matching system components are covered. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisite: AHR 1121.

AHR 1123 Principles of Air Conditioning 10(5-15)
Selection of various heating, cooling and ventilating systems is emphasized in the course, as well as investigation and control of variables affecting air cleaning, movement, temperature and humidity. Commercial air conditioning equipment is assembled and tested, and training in practical sizing and balancing of duct work is provided. Prerequisite: AHR 1122.

AHR 1124 Air Conditioning and Refrigeration Servicing 5(3-6)
Emphasis is on the installation, maintenance, and servicing of equipment used in cleaning, charging, humidification and temperature control of air in an air conditioned space. Prerequisite: AHR 1123.

AHR 1126 All-Year Comfort Systems 5(3-6)
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for year-round comfort will be studied; experience with this equipment will be provided in the laboratory. Prerequisites: AHR 1123; AHR 1128.

AHR 1128 Automatic Controls 5(3-6)
Included in this course are: electric and pneumatic controls, zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls. Prerequisites: ELC 1102; AHR 1122.

ANT 120 Introduction to Anthoropology 5(5-0)
An introduction to the discipline of anthropology and its various areas of concentration. The major emphasis of the course is man's social nature. A survey of physical anthropology, archaeology, and linguistics in the first three weeks provide a framework from which the idea of man as a cultural animal is developed.

ANT 125 American Indian History and Culture 5(5-0)
A survey of native American history from paleo-Indian traditions of the past to those of the present day; special emphasis is given to modern problems of acculturation and social change.



ANT 132 Man and the Supernatural 3(3-0)
Through first-hand study of religious practices, the course is designed to prepare the student to identify and analyze the processes by which given communities express their perceived relationships to the supernatural. The primary religious norms of shamism and those of institutional religions will be focused

ART 105 Art Appreciation 5(5-0)
The purpose of this course is to establish an understanding of art and to develop an appreciation of the relationship between art and man in given environments in different cultures.

ART 110 Fundamentals of Design 5(5-2)
An introductory course emphasizing the elements and principles of design. Students have direct experience in a variety of media including charcoal, ink, paint, and print-making.

ART 111 Creative Design 3(3-2)
A studio course designed to develop the student's skill and self-expression through the use of various materials in two and three dimensional design.

ART 112 Figure Drawing 3(3-2)
A studio course concerned with developing the student's perception of the human figure, through interpreting a human model in various media, and through consideration of anatomy and composition.

ART 113 Advanced Drawing 3(3-2)
This course provides opportunities for independent work on problems in drawing. Permission of instructor is necessary.

ART 121 3-D Drawing—Beginning Sculpture 4(4-2)
This course entails visualizing form through drawing; the student will have experience working in modeling clay and other 3-D materials.

ART 122 Sculture I 3(3-2)
Work in wood, metal wire, soft stone, and plaster is stressed; the language of form is emphasized. Prerequisite: ART 121.

ART 123 Sculpture II 3(3-2)
Specialization in the student's preferred medium. The student will set his own individual goals. Prerequisite: ART 122.

ART 124 Sculpture III—Advanced 3(3-2)
This course provides opportunities for independent work on problems in sculpture. Permission of instructor is necessary.

ART 131 Beginning Pottery 3(3-2)
Handbuilding and throwing on the wheel is stressed, as well as technical information relating to the fundamentals of pottery.

ART 132 Advanced Pottery I 3(3-2)
Techniques of making functional pottery as well as those of making sculptural pottery requiring knowledge of form and style are elaborated upon. Prerequisite: ART 131.

ART 133 Advanced Pottery II 3(3-2)
The student's level of proficiency in pottery is assumed, and further developed through study of historical pottery methods and through study of modern pottery. The students are required to create their own colors through mixing glazes.

ART 134 Advanced Pottery III 3(3-2)
This course provides opportunities for independent work on problems in pottery. Permission of instructor is necessary.

ART 141 Printmaking I 3(3-2)
Introduction to various printing techniques including etching, wood cuts, and linoleum cuts. Students will begin with linoleum cuts, working up to the wood cut and a brief introduction to etching.

ART 142 Printmaking II 3(3-2)
Advanced course in printing techniques with emphasis on etching. The student learns to use a number of different plates and colors to create one work. Prerequisite: ART 141

ART 143 Printmaking III — Advanced 3(3-2)
This course provides opportunities for independent work on problems in sculpture. Permission of instructor is necessary.

ART 180 Art for Elementary Teachers 5(5-0)
A study of methods of philosophies of art education in the elementary school, with emphasis on the special logic of children's drawing. Studio work introduces projects in various art media for two and three dimensional creative work.

ART 201 Survey of Art History I — Ancient Art 5(5-0)
A survey of the general periods of art from prehistoric time through the Roman Empire.

ART 202 Survey of Art History II— Gothic and Renaissance Art 5(5-0)
A survey of painting, architecture, and sculpture from the Early Christian period to the French Revolution.

ART 203 Survey of Art History III — Modern Art 5(5-0)
An illustrated study of the significant trends in painting, architecture, and sculpture since 1800.



ART 204 Art History IV. Travel Study 2(2-3)
A travel study course dealing with the visual arts of selected civilizations by studying the history and background and visiting locations where the art form is on display.

ART 210 Painting Processes 3(3-2)
Exploration of different painting media with an emphasis on development of techniques for self - expression. May be repeated for credit. Prerequisite: ART 110 or permission of instructor.

ART 211 Portrait Painting 3(3-2)
A studio course designed to develop the student's color sensibility using different painting media. The student will work from the living model. Prerequisite: ART 210 or permission of the instructor.

ART 212 Advanced Painting 3(3-2)
This course provides opportunities for independent work on problems in painting. Permission of instructor is necessary.

AST 101 Introduction to Astronomy 3(3-0)
An introductory course in astronomy, including study of the solar system, the planets, and the constellations. Some work with the telescope will be emphasized.

AUT 1111 Auto Body Repair 9(4-15)
Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1112 Auto Body Repair 9(4-15)
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting. Prerequisites: AUT 1111, WLD 1101, PHY 1101.

AUT 1113 Metal Finishing and Painting 7(3-12)
Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools. Prerequisites: AUT 1112, WLD 1105.

AUT 1114 Body Shop Applications 10(3-21)
General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster. Prerequisites: AUT 1115, PHY 1102, PME 113.

AUT 1115 Trim & Glass Installation 5(2-9)
Methods of removing and installing interior trim; Cutting, sewing and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. The student gains a thorough knowledge of the engine cooling system. Tests are made to insure normal engine cooling operation. Prerequisites: AUT 1112, WLD 1105.

BIO 101 General Biology I 4(3-2)
An introduction to the biological principles; a study of the chemical and physical properties of the living cell; selected laboratory experiments to reinforce lectures.

BIO 102 General Biology II 4(3-2)
A study of the structure and function of the major systems of the human body. Laboratory experiments complement the lecture topics. Prerequisite: BIO 101.

BIO 103 General Biology III 4(3-2)
A study of plant and animal heredity with emphasis on human inheritance. Plant anatomy and morphology in addition to ecology and evolution are also covered. Prerequisite: BIO 102

BIO 171 Human Sexuality 3(3-0)
This course offers an in-depth study of the biological aspects of human reproduction.

BIO 201 Botany I 4(3-2)
A survey of the plant kingdom with emphasis on structure, physiology, reproduction, ecology, and classification of represntative types.

BIO 202 Botany II 4(3-2)
A continuation of BIO 201.

BIO 203 Botany III 4(3-2)
A continuation of BIO 202.

BIO 204 Anatomy & Physiology I 5(4-2)
A microscopic and macroscopic study of the human body as a functioning system, including basic chemical and physical principles that pertain to cell structures and function, general body plan, sketetal and muscular systems. Prerequisite or Co-requisite: CHM 151.

BIO 205 Anatomy & Physiology II 5(4-2)
The continuation of BIO 204 including a study of human nervous, respiratory, cardiovascular, digestive, and urinary systems. Prerequisite: BIO 204

BIO 206 Anatomy & Physiology III 5(4-2)
A continuation of BIO 205 including a study of human endoctrine and reproductive systems. Fluid and electrolyte balance, acid-base balance and stress are also covered.

BIO 207 Microbiology 3(2-2)
A study of microbes with emphasis on the morphology, physiology and means of destruction of inhibition or human pathogens. Prerequisite: BIO 206.

BIO 208 Microbiology 3(2-2)
Microbiology is offered to satisfy the requirements for transfer to UNC-Charlotte. This program is called the Pathway Program for Nurses. It requires Six quarter hours of microbiology. The course will involve a study of bacterial organisms that are pathogenic. Emphasis will be placed on diseases caused by fungi, protozoons/helminthes and epidemiology.

BIO 211 Zoology I 4(3-2)
An introduction to the principles of Animal Biology with emphasis on the major phyla of animals; life histories, morphology, physiology and economic significance is stressed.

BIO 212 Zoology II 4(3-2)
A continuation of BIO 211.

BIO 213 Zoology III 4(3-2)
A continuation of BIO 212.

BIO 240 Genetics I 3(2-2)
An introduction to the principles of inheritance. Molecular aspects of gene action will be covered along with the Mendelian laws of transmission, the role of genes in human development and the genetics of populations.

BIO 241 Genetics II 3(2-2)
A continuation of BIO 240.

BPR 110 Blueprint Reading and Sketching I 2(1-2)
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors, windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.

BPR 113 Blueprint Reading & Sketching II 2(1-2)
Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes.

BPR 1101 Blueprint Reading 1(1-0)
This course covers interpretation and reading of blueprints, instruction and service manuals, and writing diagrams.

BPR 1104 Blueprint Reading Mechanical 2(1-2)
Interpretation and reading of blueprints as well as information concerning the basic characteristics of the blueprint: (i.e., lines, views, dimensioning procedures and notes).

BPR 1105 Blueprint Reading Mechanical 1(0-3)
A continuation of BPR 1104 with a concentration on blueprints as they are used in industry; prints supplied by industry are examined; drafting room procedures, making plans for operations, and sketching to communicate ideas are covered. Prerequisite: BPR 1104.

BPR 1106 Blueprint Reading: Mechanical 1(0-3)
A continuation of BPR 1105; advanced blueprint reading and sketching particularly as they relate to detail and assembly drawings used in machine shops are treated, as well as the interpretation of drawings of complex parts and mechanisms.

BPR 1110 Blueprint Reading/ Building Trades 1(0-3)
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.

BPR 1111 Blueprint Reading & Sketching 1(0-3)
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches. Prerequisite: BPR 1110.

BPR 1115 Blueprint Reading: Plumbing Trades 1(0-3)
Sketching diagrams and schematics, and interpretation of blueprints applicable to the plumbing trades. Emphasis will be on plumbing plans for domestic and commercial buildings. Piping symbols, schematics, diagrams and commercial buildings. Piping symbols, schematics, diagrams and notes will be studied in detail. Applicable building and plumbing codes will be used for reference.

BPR 1116 Blueprint Reading: Air Conditioning 2(1-3)
This course is designed for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading blueprints common to the air conditioning trades. Prerequisite: BPR 1105.

BPR 1117 Blueprint Reading: Welding2(1-2)
A study of blueprints in which welding procedures are symbolically expressed. Course will focus on application and interpretation of welding symbols.

BPR 1118 Pattern Development and Sketching 2(1-2)
This course covers welding symbols, methods of laying out sheets of steel, sketching welding projects, jigs, and holding devices; developing pipe and angle layouts using patterns and template is also stressed.

BUS 101 Typewriting I 3(1-4)
This course emphasizes the study of keyboard, the mechanics of the typewriter necessary for acquisition of elementary typewriting skills, and development of speed and accuracy.

BUS 102 Typewriting II 3(1-4)
This course emphasizes improvement of typewriting skills, manuscript writing, basic letter writing, and tabulations. Prerequisite: BUS 101 or permission of instructor.

BUS 103 Typewriting III 3(1-4)
This course is designed primarily for students majoring in business and business education. Emphasized are legal typing, special reports for executives, tabulated reports and communications. Prerequisite: BUS 102 or permission of instructor.

BUS 104 Typewriting IV 3(1-4)
This course is designed especially to increase the proficiency of students who seek a career as clerk-typist, stenographer, or secretary. Prerequisite: BUS 103 or permission of the instructor.

BUS 105 Introduction to Business 5(5-0)
A survey course covering topics concerning the nature of the private enterprise system and its relationship to economic organization. Tools used in recording, appraising, and controlling business are covered. Government regulations, laws, taxes, and ethical standards are examined, as well as business finance, production, and marketing.

BUS 106 Business Law I 3(3-0)
A general course covering the fundamentals and principles of business law including: contracts, personal property, and bailments.

BUS 107 Business Law II 3(3-0)
A study of business law with emphasis on sales contracts, commercial paper, creditor's rights, secured transactions, risk-bearing, agency and employment.

BUS 108 Beginning Shorthand 4(3-2)
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

BUS 109 Intermediate Shorthand 4(3-2)
Continued study of theory with a greater emphasis on dictation for transcription. Minimum dictation rate of 60 words per minute for 3 minutes is the standard. Prerequisite: BUS 108 or a dictation rate of 40 words per minute on new material for 3 minutes.

BUS 110 Advanced Shorthand 4(3-2)
Introduction to office-style dictation. Emphasis is on development of speed in dictation and accuracy in transcription. Minimum dictation rate of 80 words per minute for 3 minutes is the standard. Prerequisite: BUS 109 or permission of instructor.



BUS 111 Principles of Accounting I 4(3-2)
A study of the basic accounting procedures and the theory underlying those procedures. Introduction to the accounting cycle for the business enterprise is included.

BUS 112 Principles of Accounting II 4(3-2)
A continuation of accounting theory developed in BUS 111 including accounting for plant assets, inventory, and introduction to partnership and corporate accounting. Prerequisite: BUS 111.

BUS 113 Principles of Accounting III 4(3-2)
The study of accounting as applicable to the control of costs and development of managerial decision-making information. Prerequisite: BUS 112.

BUS 114 Secretarial Accounting I 4(3-2)
A plan of study designed to provide secretarial science and clerical students with the accounting background needed in the normal office situation, as well as an entire range of bookkeeping skills.

BUS 115 Secretarial Accounting II 4(3-2)
A continuation of BUS 114. Included are basic accounting principles and their application to a business situation including payroll computation and tax forms. Prerequisite: BUS 114.

BUS 116 Office Machines I 5(3-4)
Students are trained in the technique, process, operation, and application of the ten-key adding machines, electronic printing calculators, IBM Mag-Card Typewriter and 29 Keypunch machine. Prerequisite: BUS 141.

BUS 118 Machine Transcription I 3(1-4)
This course provides training in transcribing from dictating machines, with special emphasis on typewriting speed, accuracy, and good English grammar usage. Prerequisite: ENG 102, BUS 104, BUS 146. The student should type at the minimum rate of 35 net words per minute and must pass the Odell or Tedens test with a score of 75 percent or better.

BUS 119 Machine Transcription II 3(1-4)
Prerequisites - BUS 118 (BUS 104, BUS 146, BUS 206, ENG 102 for Secretarial Students).

BUS 124 Business Finance 3(3-0)
A survey of finance. Topics studied include: financial institutions, financial instruments, and financial statements.

BUS 130 Introduction to Data Processing Systems 5(4-2)
This course introduces the student to Electronic Data Processing hardware components and their functions; study focuses on using the EDP system in solving business and social science problems; communicating with EDP terminology is stressed; the role of the computer in society and its effect on society is discussed.

BUS 141 Business Mathematics I 3(3-0)
This course stresses fundamental arithmetic operations and their application to business problems. Decimals, fractions and percentages as they relate to business operations are stressed. Prerequisite: MAT 91 or pass entrance test.

BUS 142 Business Mathematics II 3(3-0)
This course stresses basic math operations related to accounting. Financial charges based on interest, payroll computation and payroll deductions, as well as depreciation are covered. Prerequisite: BUS 141 or permission of instructor.

BUS 146 Business English 3(3-0)
Emphasis will be placed on four important areas that all secretarial and clerical workers are required to know — grammar, vocabulary, proofreading, and punctuation.

BUS 170 Personal Economics 3(3-0)
This course introduces basic economic theory and deals with its relationship to personal financial management.

BUS 195 Cooperative Education In Business Related Areas 1(1-10)
This is a work experience course in business related areas. The student will have the opportunity for practical application of skills and knowledge previously learned in General Office Technology, Secretarial Technology, and/or Basic Business Administration.

BUS 196 Cooperative Education In Business Related Areas 2(0-20)
This is a work experience course in business related areas. The student will have the opportunity for practical application of skills and knowledge previously learned in General Office Technology, Secretarial Technology, and/or Basic Business Administration.

BUS 197 Cooperative Education In Business Related Areas 3(0-30)
This is a work experience course in business related areas. The student will have the opportunity for practical application of skills and knowledge previously learned in General Office Technology, Secretarial Technology, and/or Basic Business Administration.

BUS 198 Cooperative Education In Business Related Areas 4(0-40)
This is a work experience course in business related areas. The student will have the opportunity for practical application of skills and knowledge previously learned in General Office Technology, Secretarial Technology, and/or Basic Business Administration.

BUS 206 Dictation and Transcription I 4(3-2)
This course develops the skills of taking dictation and transcribing materials including a review of theory, and the dictation of familiar and unfamiliar material at varying rates of speed. Prerequisite: BUS 110.

BUS 207 Dictation and Transcription II 4(3-2)
This course concentrates on development of accuracy, speed and vocabulary that will enable the stenographer to meet the demands of business, technical, and professional offices. Prerequisite: BUS 206.

BUS 208 Dictation and Transcription III 4(3-2)
This course is mainly a speed building course concentrating on neatness as well as accuracy.

BUS 213 Office Procedures 3(1-4)
This course is designed to acquaint the student with typical reponsibilities of the office worker, receptionist duties, filing, handling the mail, sending telegrams, etc. Prerequisite: BUS 104.

BUS 219 Business Communications 3(3-0)
Techniques and style of writing various types of business communications are covered: business letters of all types, business reports of various types and spot announcements for radio and televison. Prerequisite: ENG 102; BUS 101.

BUS 220 Human Relations in Business 3(3-0)
The problems of interpersonal relationships in organizations. Emphasis on motivation, morale, supervision, decision making, and communications.

BUS 221 Economic Principles I 5(5-0)
An introduction to economic principles, problems and policies, accounting, policy aspects of national income and product, as well as public finance, banking and international trade.

BUS 222 Economic Principles II 5(5-0)
This course focuses upon theories of production, determination of prices, distribution of income, monopolies, industrial relations and comparative economic systems. Prerequisite: BUS 221.

BUS 229 Income Taxes 4(3-2)
The course is designed to enable the student to fill out his income tax returns (state and federal). The student will be able to fill out the tax forms and schedules that the average businessman, farmer, or professional person must complete and submit to the Federal Internal Revenue Service and the North Carolina Department of Revenue.

BUS 231 Fundamentals of Management I 3(3-0)
This course deals with a fundamental approach to the management process. An operational theory of management is developed which applies to all types of organizations.

BUS 232 Fundamentals of Management II 3(3-0)
This course covers management theory as it applies to various practical administrative situations. Prerequisite: BUS 231.

BUS 233 Personnel Management 3(3-0)
This course covers the employee-management relationship, labor unions, hiring and personal development, financial compensations, and employee security.

BUS 235 Small Business Management 3(3-0)
This course covers the principles involved in business management: planning, controlling, directing and financing as related to a small business firm.

BUS 238 Marketing 3(3-0)
This course is designed to acquaint the student with the structure and functions of the marketing system.

BUS 239 Salesmanship 3(3-0)
A study of salesmanship including: the skills of good salesmanship, the selling process, consumer motivation, and the management of selling.

BUS 240 Advertising 3(3-0)
A theoretical and applied approach to managing advertising campaigns.

BUS 247 Business Insurance 3(3-0)
A presentation of the basic principles of risk, insurance, and their applications. A survey of the various types of insurance is included.

BUS 255 Key-Punch 3(1-4)
The course covers basic information for operation of card-punch machines through utilization of lecture, lab and practice set materials.

BUS 260 Business Filing 3(1-2)
The course covers fundamentals of indexing and filing for business. Methods covered are: Alphabetic, Triple Check,' Automatic, Georgraphic, Subject, Soundex, and Dewey Decimal filing.

BUS 280 Accounting I 4(4-0)
This course is a comprehensive treatment of all up-to-date accounting principles and gives the student ample opportunity through examples, illustrations, and correlated activities to learn how the principles are applied.

BUS 281 Analyzing Financial Statements 4(4-0)
This course covers characteristics of financial statements and financial statement analysis.

BUS 282 Bank Public Relations and Marketing 4(4-0)
This course discusses the basics of public relations, both internal and external, and seeks simply to provide an over-view of public relations and marketing.

BUS 283 Commercial Law 4(4-0)
This course is designed to teach the banker to act in accordance with established legal principles and to provide a general knowledge of legal problems pertaining to business and banking.

BUS 284 Credit Administration 4(4-0)
This course, directed toward the executive level, covers factors influencing and determining loan policy, methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans.

BUS 285 Economics 4(4-0)
This course explains how the economic system operates. It treats the determination of relative value in markets with different types of competition, applies the underlying principles of international economics and finance, and approaches the limitations and pitfalls of economics from the layman's viewpoint.

BUS 286 Effective English 4(4-0)
This course examines language usage from a communications theory standpoint and a grammatical standpoint. It also is concerned with language mastery through wide reading, an interest in words, and practice in writing.

BUS 287 Fundamentals of Bank Data Processing 4(4-0)
This survey course has been developed to meet the need for a broadly based and non-technical explanation of electronic data processing as applied to banks.

BUS 288 Bank Management 4(4-0)
This course covers new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with working knowledge of bank management incorporating case studies as examples.

BUS 289 Principles of Bank Operations 4(4-0)
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad, operational perspective.

BUS 290 Installment Credit 4(4-0)
This course emphasizes: establishing credit, obtaining information, servicing the loan, and collecting the amounts due in an efficient credit operation. Other topics discussed are inventory financing, special loan programs, business development and advertising and public relations aspects of installment lending.

BUS 291 Supervision and Personnel Administration 4(4-0)
This course is designed to aid first - line supervisors in making a smooth transition from expert in a task to supervisor producing results through efforts of other people. The supervisor must reflect management attitudes, utilize management policies and achieve maximum production.

BUS 292 Accounting II 4(4-0)
The content of this course was selected with two major objectives in mind; immediate on-the-job usefulness, and contribution to the student's future growth in the banking field. The course consists of a detailed study of balance sheet items, covers manufacturing accounting and product costing, and includes an appropriate study of cost analysis for managerial decisions.

BUS 293 Law and Banking 4(4-0)
An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi - contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial papers, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform commercial Code.

BUS 295 Management of Commercial Bank Funds 4(4-0)
This course deals with those necessary principles from which the student can derive and adequate philosophy of funds management. Differences between practices in large banks and smaller institutions are spelled out so that this text is useful to bankers in institutions of all sizes.

BUS 297 Real Estate Fundamentals 3(3-0)
This course covers the terminology and law of real estate, real estate financing and appraising, and the mathematics on North Carolina Real Estate Examinations.

BUS 298 Real Estate Fundamentals-Brokers 6(6-0)
This introductory-level course consists of instruction in fundamental real estate principles and practices, basic real estate law, and the role of government in the real estate industry. Emphasis is placed on preparing the student for entry into the real estate profession as a broker and preparation for the broker licensing examination.

BUS 1103 Small Business Operations 3(3-0)
This course is an introduction to the business world; it includes problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventory, layout of equipment and offices, methods of improving business, and employer-employee relations.

CAR 1101 Carpentry 8(3-15)
A brief history of carpentry and present trends of the construction industry. The course will involve operation, care, and safe use of carpenters handtools and powertools in cutting, shaping, and joining construction materials used by the carpenter. Major topics of study will include: theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.

CAR 1102 Carpentry: Millwork and Cabinet Making 8(3-15)
Cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of base and wall cabinets, built-in desk, door and window frames, stairs and interior and exterior cornice and trim.

CAR 1103 Carpentry: Framing 8(3-15)
Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including floor joist, sub-floor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as electrical, air conditioning, heating, and plumbing.

CAR 1104 Carpentry: Finishing 9(3-18)
Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as exterior cornice, door and window trim, interior flooring, door and window facing, moldings, and cornice construction, installation of hardware, and installation of built-in equipment and cabinets.

CAR 1113 Carpentry: Estimating 4(3-3)
This is a practical course in quantity "take off" from prints of jobs performed by the carpenter. Figuring the quantities of materials needed and costs of building various components and structures.

CAR 1114 Building Codes 3(3-0)
A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

CDE 101 Observation and Recording 3(2-3)
This course is designed in order that the student may observe the physical and psychological actions of the pre-school child. Recording of these actions in different observation formats is an essential part of this course.

CDE 102 Rhymthic Activities and Creative Expression 4(3-2)
This course is designed to acquaint the student with the different kinds of musical experiences that should be included in a child development program and how these experiences contribute to the development of the young child.

CDE 103 Child Development: Conception to Age Six 3(3-0)
This course is a detailed study of the child's development between the ages of conception to age six; factors covered are: effect of experiences on behavior patterns, attitudes and interpersonal skills; language utilization is also covered.

CDE 104 Foods For Children 4(3-2)
This course is designed to teach the nutritional needs of growing children. Food needs and menu planning for the mid-morning snack and lunch are covered.

CDE 105 Preschool Education 5(3-6)
This course deals with the various considerations one deals with when setting up a pre-school room (i.e., what equipment to purchase to augment muscle control, etc.). Different types of pre-schools are presented in discussion.

CDE 106 Science for the Preschooler 4(3-2)
This course is designed to explore those basic everyday principles relevant to the child's interest about his environment.

CDE 107 Parent Education 2(2-0)
This course emphasizes family counseling procedures and techniques that will better prepare the student to relate to and work with parents.

CDE 108 Pre-School Practicum 5(3-5)
This course requires that the student work in the pre-school at least 9 hours per week; emphasis is on the incorporation of skills learned in prior CDE courses; the student is required to take initiative in planning activities for entire weeks and days.

CDE 110 Creative Activity 5(3-5)
This course allows the student an opportunity to work with all types of media used in the preschool classroom in creative self-expression.

CDE 111 Literature for Children 4(3-3)
This course presents books and materials to be used in the preschool room; different types of literature are covered and different modes of utilization discussed.

CDE 112 Child Guidance 3(3-0)
This course is designed to acquaint the student with behavior problems in children during the preschool years and to discuss different methods for guiding children into acceptable behavior.

CDE 113 Marriage and Family Relations 3(3-0)
This course is designed to discuss methods of solving problems which effect relationships within the family. Topics will include family management, types of family planning and services available within the community for all members of the family.

CDE 114 Internship In A Preschool Program 2(0-20)
This course includes a student teaching quarter in which the student teaches in a preschool setting.

CDE 115 Child Growth and Development: Middle Childhood to Adolescence 3(3-0)
This course is a detailed study of the developmental sequence between middle childhood and adolescence, emphasizing environmental and social factors, behavior pattern formation, and value system development.

CDE 116 Exceptional Children 3(3-0)
This course presents the etiology of the mentally retarded and the child with emotional problems. Problems that parents of these children have are explored.

CDE 117 Internship in a Public School Setting 4(0-40)
This course includes a student teaching quarter in which the student teaches in a public school setting.

CDE 118 Child Development For Day Care Workers 3(3-0)
A study of the developmental sequence during infancy, toddlerhood, and preschool periods. Course is designed for beginning students, paraprofessionals, and day care workers who need to increase their understanding of infants and children. Emphasis will be given to the total development of the preschool child and applying this information to day care work.

CDE 119 Introduction to Early Childhood Education 4(3-2)
This course is designed to promote understanding of role and responsibilities of the child care worker. Emphasis will be given to history of early childhood education, how developmental needs of children under age six can be used to plan early childhood programs. Topics will include: physical plan equipment and space utilization, teacher qualifications, and the importance and methods of observing children.

CDE 120 Curriculums For Child Care Centers 5(3-5)
This course will provide ideas, materials, and methods for establishing a successful curriculum within a child care center. Students will identify, plan, and

organize appropriate programs for various levels through class discussion and individual projects. Laboratory experiences will provide opportunities to participate in planning activities, selecting materials, and developing techniques for working with children.

CDE 121 Home and Community Influences On Young Children 4(3-2)
The course is designed to aid the child care worker to plan for positive school-home relationships, effective communication, and parent involvement in school activities to strengthen the family as well as to contribute to the development of the child himself.

CDE 122 Working With The Young Child With Problems 3(3-0)
Study of the behavior in relation to developmental stages, with emphasis on behavior which is symptomatic of emotional or physical handicaps. Effective interaction and other types of remedial help are explored. Parental problems are also discussed.

CDE 123 Language Development in Young Children 4(3-2)
Emphasis on development of skills in the language arts-listening, speaking, writing, and reading. Student will be encouraged to help child to develop comprehension and capacity for use of written and oral language. Each student will plan activities to encourage language development in the young child.

CDE 124 Books For Children 4(3-2)
This course will acquaint the student with the current and classic literature in the children's field and will give the student practice reading to children, telling stories to children, and using media such as puppets, tapes, filmstrips that are appropriate for young children.

CDE 125 Administration And Supervision In A Preschool Facility 3(3-0)
Designed to assist student in establishing policies and procedures for the operation of a center for group care of young children. Emphasis will be on topics such as: supervision and evaluation of staff members, budgeting processes, food and health services, and discussion of laws and regulations of child care centers.

CDE 195 Cooperative Education in Child Development 1(0-10)
This is a work experience course in the Child Development program. The student may select a work experience related to his particular interest in the area of Child Development.

CDE 196 Cooperative Education in Child Development 2(0-20)
This is a work experience course in the Child Development program. The student may select a work experience related to his particular interest in the area of Child Development.

CDE 197 Child Development 3(0-30)
This is a work experience course in the Child Development program. The student may select a work experience related to his particular interest in the area of Child Development.

CER 1101 Pottery I. Ceramic Materials, Procedures, and Techniques 14(8-18)
This is an introductory course in the study of pottery production. Clay conditioning and techniques of throwing are introduced. Practice in throwing is emphasized to gain manipulative skills. The preparation and application of glazes, the study of different types of kilns, and the organization of the ceramic shop for efficient production is part of the course.

CER 1102 Pottery II. Ceramic Materials, Procedures, and Techniques 8(5-9)
This course requires more intensive experience in disciplined throwing. A general study of ceramic raw materials and supply sources will be included. Clay composition and formulation, glaze calculation process, and kiln stacking process is studied by the student actually engaging in experimentations. Students develop a "shop routine" that is coordinated to the actual production process.

CER 1103 Pottery III. Ceramic Materials, Procedures, and Techniques 8(5-9)
This course includes continued discipline in throwing with emphasis placed upon making matching sets and individually designed functional ware. The student will be introduced to coil and slab pottery. The techniques of surface decorations in conjunction with glazes is developed. The study also includes using the pug mill to prepare clay and the stacking of the kiln individually by each student.

CER 1104 Pottery IV. Advanced Ceramic Materials, Glazed Theory, Calculation, Kiln Design 8(5-9)
This course emphasizes advanced throwing techniques with each student designing a matching set of dinner ware, plates, bowls, cups, saucers, mugs, tea pot, coffee pot, sugar bowl and creamer, as well as learning to throw off the hump. A significant amount of time is allocated to the mass production of pottery; students address themselves to the following areas: shop layout and design, mass production techniques, staff utilization, time study, pricing and selling wares.

CER 1105 Pottery Practicum I 5(0-15)
The objective of this course is to provide the student-before graduation from Pottery making - a working practice in an environment in which he will work after graduation and upon employment. This period of time will enable the student to use the equipment and perform the processes and services required of his specialty under close supervision.

CER 1106 Pottery Practicum II 5(0-15)
A continuation of Pottery Practicum I.

CER 1107 Pottery Practicum II 5(0-15)
A continuation of Pottery Practicum II.

CHM 100 Introduction to Modern Chemistry 1(1-0)
This course is a general introduction to chemistry for non-chemistry majors. Topics include: fundamentals of chemistry, activities of the chemist, use of chemical research, household medicines and drugs, and radiochemistry.

CHM 101 General Chemistry 4(3-2)
This course provides instruction in the language of chemistry, fundamental laws and theories, elements and compounds, kinetic molecular theory, solutions, the gas laws and atomic structure. Prerequisite or Co-requisite: MAT 112 or permission of the instructor.

CHM 102 General Chemistry 4(3-2)
This course emphasizes the mastery of formula and equation writing; chemical calculations, colloid chemistry, chemical equilibium, redox and electrochemistry; organic and nuclear chemistry and biochemistry are introduced. Prerequisite: CHM 101.

CHM 103 General Chemistry 4(2-4)
This course covers ionic equilibria in aqueous systems of weak electrolytes, the solubility, product principle, hydrolysis and semi-micro qualitative analysis. Prerequisite: CHM 102.

CHM 151 Chemistry for Allied Health 3(2-2)
This course is designed for students in the health-related programs. Emphasis is on the practical aspects of inorganic and organic chemistry and biochemistry.

CHM 203 Instrumental Quantitative Analysis 6(3-6)
A study of the principles of volumetric, gas chromatography, instrumentation and techniques of spectrophotometry, and radiochemical methods of analysis. Practical laboratory determinations of common metals, nonmetals, acids, and bases are conducted. Prerequisite: CHM 101, CHM 102, CHM 103 or permission of the instructor.



CHM 204 Introduction to Organic Chemistry 4(3-2)
The course presents an introduction to organic chemistry, dealing with saturated hydrocarbons, alkanes and cycloalkanes; unsaturated hydrocarbons, alkenes and aromatics; alcohols, ethers, and phenols; halides, mercaptans and amines; aldehydes and ketones; carboxylic acids and synthetic polymers. Prerequisite CHM 101.

CHM 205 Introduction to Bio-Chemistry 4(3-2)
The course presents an introduction to bio-chemistry, dealing with carbohydrates; lipids; proteins, metabolism, enzymes, vitamins; hormones and chemotherapy; nucleic acids and heredity; extracelluar fluids of the body; biochemical energetics; metabolism of carbohydrates and lipids and proteins; and nutrition. Prerequisite CHM 204.

CIV 101 Surveying 5(3-6)
This course covers the theory and practice of plain surveying, including taping, differential and profile leveling, earth work computations, transit stadia, tape surveying, and the development of topographical maps and symbols.

CJC 101 Introduction to Criminal Justice 5(5-0)
This course is designed to familiarize the student with the philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, an evaluation of law enforcement's current position, and orientation relative to the profession as a career.

CJC 102 Criminal Law I 3(3-0)
This course is designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina Law.

CJC 103 Criminal Procedure 3(3-0)
This course is designed to provide the student with a review of court systems; procedures from incident to final dispositions including the knowledge of how to legally and effectively question suspicious persons, witnesses, suspects, etc.; principles of constitutional, federal, state and civil laws as they apply to and affect legal and effective search, seizure and arrest, booking procedure; types of search and how to effect an arrest or search.

CJC 104 Introduction to Criminology 5(5-0)
This course is a survey of the different crimes, theories and factors attributing to criminal behavior; the student will study some of the penal and correctional procedures which have been used in the past as well as some of the contemporary methods.

CJC 105 Criminal Evidence 3(3-0)
This course covers the kinds and degrees of evidence and rules governing the admissibility of evidence in court. This course gives the student the necessary practical knowledge to investigate, prepare and present cases to the courts.

CJC 106 Community Relations 3(3-0)
This course is designed to create an awareness of the need for a good police and community relationship; problems confronting police personnel in achieving this goal; solutions to these problems including a survey of non-police agencies dealing with police problems and how they can best work together to achieve their common goal.

CJC 107 Applied Police Psychology 3(3-0)
This course builds upon the principles of psychology taught in PSY 201. It is designed to assist law enforcement officers in a better understanding of relationships on the job, at home, and in the community as members of the law enforcement team. Also included will be practical knowledge of how to handle "domestic difficulties," and disturbed persons (mental, emotional, opposite sex, etc.).

CJC 108 Criminal Law II 3(3-0)
This course is a continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of givernment. This course will give the student the knowledge to enable him to perform primary law enforcement functions effectively and properly. Primary emphasis will be placed upon North Carolina Law. Prerequisite: CJC 102.

CJC 195 Cooperative Education In Criminal Justice 1(0-10)
This is a work experience course in the Criminal Justice program. The student may select a work experience related to his particular interest in the area of criminal justice.

CJC 196 Cooperative Education In Criminal Justice 2(0-20)
This is a work experience course in the Criminal Justice program. The student may select a work experience related to his particular interest in the area of criminal justice.

CJC 197 Cooperative Education In Criminal Justice 3(0-30)
This is a work experience course in the Criminal Justice program. The student may select a work experience related to his particular interest in the area of criminal justice.

CJC 198 Cooperative Education In Criminal Justice 4(0-40)
This is a work experience course in the Criminal Justice program. The student may select a work experience related to his particular interest in the area of criminal justice.

CJC 200 Motor Vehicle Laws 3(3-0)
This course is a study of the traffic enforcement codes with primary emphasis placed on North Carolina Law.

CJC 201 Organization and Administration 5(5-0)
This course is an introduction to the principles of organization and administration including their application to field services, such as: vice control, traffic patrol, criminal investigation, and juvenile division. A discussion of the service functions: (e.g. training, communications, two-way radio, PIN system service functions, and signals, records, property maintenance and miscellaneous services).

CJC 202 Juvenile Justice 5(5-0)
This course examines delinquency with regards to the conditions under which it occurs. It explores strategies and treatment as it relates to effective methods of dealing with delinquent behavior, also the juvenile court's role in delinquency prevention. Special attention is placed on the North Carolina Juvenile Justice System.

CJC 203 Interviews and Interrogations 3(3-0)
This course covers the various sources of information available to law enforcement agencies and the techniques used in interviewing and interrogating.

CJC 204 Police Supervision 3(3-0)
A continuation of CJC 201. Emphasis is on developing supervisory and management techniques employed at the various levels of police work.

CJC 205 Identification Techniques 4(4-0)
The student will study various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and taking rolled impressions will be developed through lab practice. Instruction will be given in the more popular ten finger and single print classification systems. An introduction will be given to the process of comparing latent lifts and rolled impressions and in preparing them for courtroom presentation.

CJC 206 Technical Report Writing 3(3-0)
A course in which the student is able to make a practical application of his knowledge of English to experiences relevant to his curriculum with emphasis on forms of business communications such as letters, memoranda and short reports. This course will give the student the knowledge and ability to prepare reports consistent with his job responsbility.

CJC 207 Criminal Justice Photography 4(3-2)
This course is a study of photographic equipment and its applications to the field of law enforcement. Instruction will be given in all phases of photography, as well as the development of negatives and prints.

CJC 208 Criminal Investigation 5(5-0)
This course introduces the student to the fundamentals of investigating: crime scene search, recording, collection and preservation of evidence, case preparation and court presentation, and the investigation of specific offenses (e.g. arson, narcotics, sex, larceny, burglary, robbery and homicide).

CJC 209 Forensic Science 4(4-0)
This course is a survey of the various sciences and their application to the field of law enforcement. A study of the theory and techniques used in the more common analyses: flammable accelerants, explosives, serial number restoration, firearms, primer residue tests, etc.

CJC 212 Corrections 5(5-0)
This course is an examination of the total correctional process from law enforce-

ment through the administration of justice, probation, prisons and correctional institutions, and parole. This course provides a history and philosophy in the field of correction.

CJC 213 Confinement Facilities Administration 3(3-0)
This course is designed to familiarize the student with the supervision and administration of confinement facilities, involving techniques of inmate supervision, security, medical care of prisoners, food preparation, sanitation, various legal aspects controlling detention facilities, correctional institutions, and jails.

CJC 214 Corrections Law 3(3-0)
This course is designed to familiarize the student with the specific laws as they pertain to correction, care, custody, and control.

CJC 216 Community Based Corrections 3(3-0)
Community resources that can be utilized in the correctional process are examined in this course; included are: vocational rehabilitation, alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private volunteer, professional assistance, legal aid, and other pertinent services.

CJC 217 Corrections Counseling 5(4-2)
This course is designed to provide the student with information pertaining to counseling techniques as they apply to the needs of a correction officer. Time is provided for role playing and other useful techniques.

CJC 218 Paroles, Probation, and Pardons 3(3-0)
Probation as a judicial process and parole as an executive function are examined in this course, as well as community - based correctional operations.

CJC 219 Rehabilitation 3(3-0)
This course is designed to provide the student with the opportunity to explore the different avenues of rehabilitation. New and innovative techniques of rehabilitation are emphasized as they relate to successful methods.

CJC 220 Human Relations 3(3-0)
This course attempts to develop an understanding of human relationship, as they relate to the corrections process through some of the basic principles of human psychology.

CJC 232 Self-Defense: Forms and Positions 2(0-6)
This course deals with the various forms and positions necessary in preparing one physically to develop himself adequately in self-defense methods. Mental concentration and muscle control are stressed.

CJC 233 Control Methods in Self-Defense I 2(0-6)
The following methods are covered and practiced until a high degree of performance is reached: arm locks, come-alongs, restraints and chokes; how to remove subjects from chairs and automobiles; the use of cloth, coat or collars for restraint or takedown; and handcuffing techniques. Prerequisite: CJC 232 or permission of the instructor.

CJC 234 Control Methods in Self Defense II 2(0-6)
This course trains the student in various control methods: use of a police club, arm and hand blows, and kicks. The location and use of nerve centers and pressure points, and defense against grabbing or scratching attacks are essential components of this course. Prerequisite: CJC 233 or permission of the instructor.

CJC 235 Control Method in Self-Defense III 2(0-6)
This course will concern itself with how to deal with various types of attacks including: an attack from the rear, defense against an attack from the rear, defense against an attack by fists, clubs or sticks; defense against slashing or stabbing, knife attacks and also how to deal with an attack by firearms. Prepequisite: CJC 234 or permission of the instructor.

CJC 236 Firearms Safety 1(1-0)
This course teaches students the general rules for safe handling of firearms, demonstrates and teaches safe cleaning and storage of firearms in the home, familiarizes students with laws regarding ownership and registration of firearms and allows students to do some familiarization firing of their own firearm under the supervision of a qualified instructor.

COS 1101 Introduction to Cosmetology 5(5-0)
This course is designed to introduce the student to the role of the cosmetologist, and to acquaint the student with the basic knowledge a cosmetologist must have, including: the chemical composition of shampoos, rinses, hair and scalp conditioners, and the structure of the hair.

COS 1102 Mannequin Practice 10(0-30)
This course is designed to present hair shaping (razor method), hair styling, permanent waving, manicuring, shampooing, and scalp treatments. Demonstrations precede mannequin practice by students.

COS 1103 Basic Theory I 5(5-0)
Hair coloring, manicuring, thermal waving, diseases of the nails, skin, scalp and hair; the pressing comb and thermal iron, massage, electricity and light therapy are covered in this course. Prerequisite: COS 1102.

COS 1104 Practical Skills I 9(0-25)
A continuation of COS 1103. The student works on live subjects as well as on mannequins; hair shaping (scissor method), complex styles, the basic practices of hair coloring, lash and brow tinting, wig care, hair pieces and facials.

COS 1105 Basic Theory II 5(5-0)
This course is designed to treat the parts of the anatomy which have relevance to cosmetology; also covered are facial treatments, facial make-up, the chemistry of facial cosmetics, and wigs and their care.

COS 1106 Practical Skills II 9(0-25)
A continuation of COS 1104. The student works almost exclusively on live subjects. This course covers: hairstyling of long hair, hot oil manicures, facials with make-up, special hair cuts, special effects achieved with hair coloring and the air oxidation method of permanent waving. Prerequisite: COS 1104.

COS 1107 Salon Management 5(5-0)
This course is designed to introduce the student to the many aspects of salon management. Field trips to salons in the area will be made, and the business and legal aspects of owning a salon covered.

COS 1108 Advanced Hairdressing 10(0-30)
In this course, the student will work mainly on live subjects; areas covered are: new trend hair styles, new procedures and products in cosmetology; a great deal of attention is given to the individual student's needs; upon successful completion of this course, the student will be prepared for salon work.

COS 1195 Cooperative Education In Cosmetology 1(0-10)
This is a work experience course in a field related to cosmetology. The student may elect to continue his learning in a variety of on-the-job work experiences.



COS 1196 Cooperative Education In Cosmetology 2(0-20)
This is a work experience course in a field related to cosmetology. The student may elect to continue his learning in a variety of on-the-job work experiences.

COS 1197 Cooperative Education In Cosmetology 3(0-30)
This is a work experience course in a field related to cosmetology. The student may elect to continue his learning in a variety of on-the-job work experiences.

COS 1198 Cooperative Education In Cosmetology 4(0-40)
This is a work experience course in a field related to cosmetology. The student may elect to continue his learning in a variety of on-the-job work experiences.

COS 1199 Basic Skill Review 9(0-25)
This course is designed for the student who wishes to be able to qualify for the South Carolina and other state boards of cosmetic art which require 1500 hours of schooling. Students enrolled in COS 1199 are allowed to attend any classes in cosmetology which may be beneficial to them.

DAN 101 Ballet Techniques I 3(2-2)
To teach beginning students the fundamentals of ballet. The course begins with the five basic ballet positions and progresses to more advanced technical skills.

DAN 102 Ballet Techniques II 3(2-2)
Continued work with the fundamentals of ballet. The course begins with a review of the five basic ballet positions and progresses to more advanced technical skills. Concentration on timing and aesthetic expressiveness.

DAN 103 Ballet Techniques III 3(2-2)
Essentially, a continuation of DAN 101 and 102. Emphasis is on the gradual assimulation of ballet movements and the construction/execution of combinations. The blending of techniques with the emotional expression of each individual dancer's style.

DAN 104 Ballet Technique IV 4(2-2)
A continuation of DAN 103

DAN 111 Stage Movement 3(2-2)
Exploration of a wide variety of improvisational techniques designed especially to aid actors and dancers in developing performance skills for the stage. Prerequisite: Previous dance experience.

DAN 121 Jazz Techniques I 3(2-2)
An introduction to the style, rhythmic structures and techniques of jazz dance. Emphasis will be placed on individual expression.

DAN 131 Modern Dance I 3(2-2)
Basic training in modern dance techniques. Emphasis on the development of greater movement skills and versatility in conjunction with increased kinetic awareness.

DAN 132 Modern Dance II 3(2-2)
Continued training in modern dance techniques. Emphasis on the development of greater movement skills and versatility in conjunction with increased kinetic awareness. Concentration on timing and aesthetic expressiveness.

DAN 133 Modern Dance III 3(2-2)
Continued work in modern dance techniques with material drawn from a broad range of dance sources designed to develop movement ease and the expansion of an articulate, expressive movement vocabulary.

DFT 101 Technical Drafting I 2(1-2)
This course covers the principles and practices of print reading and the description of objects in graphic language as well as fundamental drafting skills and techniques.

DFT 1104 Blueprint Reading: Mechancial 2(1-2)
Interpretation and reading of blueprints as well as information concerning the basic characteristics of the blueprint (i.e., lines, views, dimensioning procedures, and notes).

DFT 1110 Blueprint Reading: Building Trades 1(0-3)
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.

DFT 1115 Blueprint Reading: Plumbing Trades 1(0-3)
Sketching diagrams and schematics, and interpretation of blueprints applicable to the plumbing trades. Emphasis will be on plumbing plans for domestic and commercial buildings. Piping symbols, schematics, diagrams and notes will be studied in detail. Applicable building and plumbing codes will be used for reference.

DRA 101 Introduction to Theatre I 3(2-2)
An introduction to the various areas of theatrical production and performance including acting, directing, and design. Fundamentals of acting including vocal and physical training improvisation, sensitivity, and a limited amount of scene work.

DRA 102 Acting Seminar I 3(2-2)
Essentially a continuation of DRA 101 but with a shift of emphasis to the literature of the theatre. In addition to studying significant classic and modern plays, students will do extensive work in scenes and monologues.

DRA 103 Acting Seminar II 3(2-2)
A continuation of DRA 102 but with a shift of emphasis on performance. In addition to studying Greek, Shakespearean, and abstract plays, there will be extensive work on individual problems with voice projection, diction, and physical deficiencies. Prerequisite: DRA 101, 102 or permission of instructor.

EDU 1032 Related Science 2(2-0)
Through practical learning experiences, the student will develop a measure of skill in the following: Interpreting component symbols, fundamental electronics math for circuit analysis, and color coding identification of components.

EDU 1033 Related Science 2(2-0)
In this course the student will gain knowledge in reading amplifier schematic diagrams, and develop skills in the reading and interpretation of service information.

EDU 1034 Related Science 1(1-0)
Through practical learning experiences, the student will develop skills in the use of schematics, mathematical notations and calculations necessary for servicing and replacing parts, and the interpretation of service manual data.

EDU 101 Math for the Preschooler 3(3-0)
This is a math course designed for those who will be teaching children between the ages of two and six. Topics covered include: mathematical ideas, problem solving with children, techniques and skills of computation, developing creative environments, and those mathematical concepts which should be acquired by the young child. The child development lab is utilized. Prerequisite: MAT 91 or an acceptable score on a mathematics placement test.

EDU 201 Introduction to Education 5(5-0)
This course is an introduction to the fundamental principles, techniques and procedures, objectives and historical views in education. It is designed primarily for students planning professional training in teacher education.

EDU 202 Social Foundations of Education 5(5-0)
This course covers the educative effects of social structure, social values, and social demands upon the schools. Emphasis is placed upon the relationship between the home, church and school. Prerequisite: EDU 201 or permission of instructor.

EDU 230 Introduction to Industrial Education 5(5-0)
This course concerns the place of vocational education in a program of public education and the fundamental principles upon which this work is based.

EDU 240 Methods of Teaching Industrial Subjects 5(5-0)
This course is a study of effective methods and techniques of teaching industrial subjects. Class organization, student-teacher planning, methods of teaching manipulative skills and related information are emphasized. Also covered are: lesson planning, shop safety, and evaluation. Teaching problems are studied and analyzed following directed observations in the public schools.

EDU 250 Instructional Media 4(3-2)
This course is an introduction to audio-visual instruction with an emphasis on equipment operation.

EDU 260 History and Philosophy of Industrial and Technical Education 5(5-0)
This course is a historical study of the trade and technical education movement. Changing concepts of industrial and technical education in American education are explored from an economic, sociological, and psychological perspective.

EDU 270 Orientation To The Helping Process 3(3-0)
This course emphasizes counseling skills such as learning how to listen, how to set goals, and how to design effective procedures to reach goals, along with acquisition of social skills and participation in values clarification exercises and in empathy training. Students will also be involved in interpretation of results of tests dealing with study skills and careers. Emphasis is also on teaching skills such as the use of audio-visual aids in the classroom, methods of classroom presentation and preparation. Finally, students will be instructed on referral of students to appropriate professional counselors. The course structure is lecture and informal class discussion, along with the use of audio-visual aids.

EDU 271 Internship In The Helping Process I 2(1-5)
In this course, the student will put into practice the skills and knowledge gained in EDU 270. The course includes student

teaching in Orientation 101 and academic counseling. Prerequisite: EDU 270 or consent of instructor.

EDU 272 Internship In The Helping Process II 2(1-5)
This course is a continuation of EDU 271. Emphasis will include working with students who have been placed on academic probation, career exploration, and test interpretation. Prerequisite: EDU 271 or consent of instructor.

EDU 273 Internship In The Helping Process III 2(1-5)
This course is a continuation of EDU 272 — working with students on academic probation, career exploration, and test interpretation—with emphasis on test in interpretation. Prerequisite: EDU 272 or consent of instructor.

ELC 112 Direct and Alternating Current 10(5-15)
This course examines the structure of matter, the electron theory, the relationship between voltage, current and resistance in series, parallel and series — parallel circuits; Ohms and Kirchoff's laws are covered as well as sources of direct current potentials; fundamental concepts of alternating current flow are emphasized.

ELC 113 Alternating Current and Direct Current Machines and Controls 9(5-12)
This course provides training in the fundamentals of single and polyphase alternating current circuits, voltage, currents, power instruments, transformers and motors; instruction is given in the use of electrical test instruments in circuit as well as in A.C. and D.C. machines and simple system controls; industrial controls are stressed.

ELC 114 Residential Wiring 8(5-9)
This course provides training in the application of blueprint reading, planning, layout, and installation of wiring in residential type settings.

ELC 115 Commercial and Industrial Wiring 9(5-12)
This course provides training in the layout, planning, and installation of wiring systems in commercial and industrial complexes; blueprint reading, the National Electrical Code, and practical experience in conduit preparation, and installation of simple systems.

ELC 195 Cooperative Education In Electrical Engineering Technology 1(0-10)
This is a work experience course in the area of electrical engineering technology. The student may select a work experience related to his particular interest in the field of electrical engineering.

ELC 196 Cooperative Education in Electrical Engineering Technology 2(0-20)
This is a work experience course in the area of electrical engineering technology. The student may select a work experience related to his particular interest in the field of electrical engineering.

ELC 197 Cooperative Education in Electrical Engineering Technology 3(0-30)
This is a work experience course in the area of electrical engineering technology. The student may select a work experience related to his particular interest in the field of electrical engineering.

ELC 198 Cooperative Education in Electrical Engineering Technology 4(0-40)
This is a work experience course in the area of electrical engineering technology. The student may select a work experience related to his particular interest in the field of electrical engineering.

ELC 215 Electrical Machines 4(2-5)
This course covers the principles of direct — current generators and motors, characteristics of various types of electrical machines, alternating — current generators, transformers, three phase motors, synchronous motors and single phase motors.

ELC 225 Electrical Controls and Circuits 6(3-9)
This course is an in-depth study of control systems for acceleration, speed, and braking; typical controls for air conditioning, refrigeration and heating are also stressed. Prerequisite: ELC 215.

ELC 235 Planning Electrical Installations 5(3-6)
This course stresses the National Electrical Code regulations, power requirements and typical design of industrial and commercial installation, as well as design and calculation of illumination and electric heating systems. Prerequisite: ELC 225.

ELC 1102 Applied Electricity 6(4-6)
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for troubleshooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring. Prerequisite: PHY 1101.

ELC 1112 Direct and Alternating Current 10(5-15)
This course examines the structure of matter, the electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits; Ohms and Kirchoff's laws are covered as well as sources of direct current potentials; fundamental concepts of alternating current flow are emphasized.

ELC 1113 AC and DC Machines and Controls 9(5-12)
This course provides training in the fundamentals of single and polyphase alternating current circuits, voltage, currents, power instruments, transformers and motors; instructions is given in the use of electrical tests instruments in circuit as well as in A.C. and D.C. machines and simple system controls; industrial controls are stressed. Prerequisite: ELC 1112.

ELN 101 Instruments and Measurements I 2(1-2)
This course is a study of basic electronic instruments, theory of operation, their functions, tolerances, and calibration; service and laboratory instruments are covered; lab experience provides experience with each type of instrument studied.

ELN 102 Instruments and Measurements II 2(1-2)
A continuation of ELN 101.

ELN 205 Control Devices 7(5-4)
This course is an in-depth study of the electrical characteristics of vacuum tubes, and transistors; the basic parameters and applications of each type device to the three configurations of a three terminal two port system will be covered.

ELN 108 Industrial Electronics I 5(3-6)
This course thoroughly examines vacuum tubes such as diodes, triodes, tetrodes, pentodes, and gaseous control tubes in terms of basic theory, operating characteristics, and application; amplifiers using triodes, power supplies using diodes and other basic applications are introduced.

ELN 109 Industrial Electronics II 5(3-6)
This course covers basic industrial systems, heating systems and controls, magnetic amplifier controls, electronic systems commonly found in industrial settings.

ELN 210 Semiconductor Circuit Analysis 6(5-2)
This course is an in-depth study of the analysis and design of transistor circuits. Total circuits are analyzed and evaluated; HYZ and T parameters are utilized as well as signal-flow graphs.

ELN 214 Wave Shaping and Pulse Circuits I 3(2-2)
This course covers broadband amplifiers, magnetic amplifiers, multivibrators, wave shaping, techniques, chopper amplifiers, clipper and clamper circuits.

ELN 215 Wave Shaping and Pulse Circuits II 3(2-2)
A continuation of ELN 214. Pulse techniques, diode switches, gates, step counters, restorers and other specific circuits which function as switches are covered.

ELN 220 Electronic Systems 7(5-4)
This is a "block diagram" course investigating numerous electronic systems; modules or blocks of various circuits already studied are arranged in various manners to produce complex electronic systems. Co-requisite: ELN 215.

ELN 235 Special Devices 3(2-3)
This course gives the student an adequate background in numerical control machinery theory; it includes a study of the newest devices used in electricity and electronics. Prerequisites: ELC 215, ELC 225, and ELN 214.

ELN 1104 Fundamentals of Electronics I 4(2-4)
A study of the structure of matter and the electron theory. The relationship between voltage, current, and resistance in series, parallel, and series parallel cir-

cuits will be introduced. Fundamental concepts of alternating current flow, including a study of resistors, capacitors, coils, and transformers and sources of AC and DC potentials are studied in the course.

ELN 1105 Fundamentals of Electronics II **4(2-4)**
An introduction to vacuum tubes, diodes, and transistors. The theory, characteristics, and operation of vacuum tubes and transistors in simple voltage amplifiers and power supplies are covered in the course.

ELN 1106 Amplifier System and Servicing **4(2-4)**
An introduction to the types of amplifier circuits used in monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. Servicing techniques will also be studied.

ELN 1107 Practical Radio Servicing **4(2-4)**
A study of the principles of radio reception and practices of servicing; included are block diagrams of AM, FM, and FM multiplex receivers; resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faculty stages and components, and the alignment of AM and FM receivers.

ELN 1115 Television Receiver Circuits and Servicing I **4(2-4)**
A study of the principles of television receivers; included will be a study of the makeup of the television signal, block diagram analysis of monochrome and color television receivers, plus the characteristics of monochrome and color cathode ray tubes. Techniques of trouble-shooting and repair of television receivers with the proper use of associated test equipment will be stressed.

ELN 1116 Television Receiver Circuits and Servicing II **4(2-4)**
This is a continuation of Television Receiver Circuits and Servicing I. This course will dwell in greater detail with the theory of operation, of color televison circuitry. Specialized servicing techniques required for color television, including color television set-up techniques by use of the vectorscope; and the color bar generator will be stressed.

ELN 1119 Industrial Electronics **2(1-3)**
This course covers basic industrial electronic systems commonly found in industrial settings. Areas covered include speed controls, conveyor systems, and heating and cooling systems. Prerequisite: ELC 1112

ELN 1122 Vacuum Tubes and Circuits **7(4-8)**
An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes and simple voltage amplifier circuits. Prerequisite: ELC 1112, MAT 1115.

ELN 1125 Radio Receiver Servicing **4(2-6)**
Principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faculty stages and components and the alignment of AM and FM receivers. Prerequisites: ELN 1123, ELN 1122.

ELN 1126 Transistor Theory and Circuits **9(5-10)**
Transistor theory, operation, characteristics and their application to audio and radio frequency amplifier and oscillator circuits. Prerequisite: ELN 1123.

ELN 1127 Television Receiver Circuits and Serving (B&W) **10(5-12)**
A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of trouble-shooting and repair of TV receivers with the proper use of associated test equipment will be stressed.

ELN 1130 Two-way Mobile Maintenance **6(3-6)**
A course to acquaint the student with the theory and maintenance of fixed station and mobile station transmitters and receivers. Except for radio laws, sufficient information will be given to qualify the student to take the FCC second class radiotelephone license examination. Permission of instructor required.

ELN 1131 Television Servicing Color **10(10-15)**
Theory of operation of the television circuits peculiar to color receivers. Includes composite color telecasting signals, color receivers detectors, kinescopes, convergence, and matrix networks. Theory of operation and practical test bench techniques including trouble-shooting, alignment, and convergence.
Prerequisite: ELN 1127

ENG 91 English Fundamentals **3(5-0)**
A basic course in the fundamentals of the English language, including grammar, punctuation, spelling, mechanics, and paragraph writing. This course includes concentrated practice in identifying and correcting frequent and recurring errors in the English language. Students will also develop skills in writing sentences and paragraphs.

ENG 101 Freshman English **3(3-0)**
A study of language and literature with particular emphasis on expository and critical writing; writing descriptive, narrative, and argumentative themes based upon the reading of essays is covered. Some students will be placed in sections of English 101 with four contact hours, according to their skill level on entry. Prerequisite: Satisfactory completion of ENG 91 or equivalent writing skill level as indicated by a placement test.

ENG 102 Freshman English **3(3-0)**
A continuation of Freshman English includng an introduction to the short story and drama. Some students will be placed in sections of English 102 with four contact hours, according to their skill level on entry. Written analyses. Prerequisite: ENG 101.

ENG 103 Freshman English **3(3-0)**
A continuation of Freshman English including the study of the novel and poetry. Research papers based on casebooks and the library. Some students will be placed in sections of English 103 with four contact hours, according to their skill level on entry. Prerequisite: ENG 101.

ENG 104 Technical Report Writing **3(3-0)**
A course in which the student is able to make practical application of his knowledge of English to experiences relevant to his curriculum with emphasis on forms of business communications such as letters, memoranda, and short reports. This course will give the student the knowledge and ability to prepare reports consistent with his job responsibility.

ENG 105 Communicating Technical Information **3(3-0)**
A course in which the student is able to make practical application of his knowledge of English to experiences relevant to his curriculum with emphasis on forms of business communications such as memoranda, letters, and short reports. Students will also gain experience in research skills and documentations while preparing lengthy reports such as grants and proposals. Prerequisite: ENG 101

ENG 151 Voice and Diction **3(3-0)**
A course designed to improve the student's voice quality and articulation through concentration on the international Phonetic Alphabet, focus on the physiological processes of human speech production, and the articulation of selected reading materials.

ENG 161 Fundamentals of Speech Communication **3(3-0)**
A course concerned with the applicability of communications theory to various. communication situations; these include interpersonal, small group, public addresses, and mass communications.

ENG 201 English Literature **3(3-0)**
A survey of English literature from Beowulf to 1600, including Chaucer, Spencer, and Shakespeare. Written analyses required. Prerequisite: ENG 103 or permission of instructor required.

ENG 202 English Literature **3(3-0)**
A survey of English literature from 1600 to 1850, including Donne, Jonson, Milton, Swift, Pope and the major Romantic poets; Written analyses required. Prerequisite: ENG 103 or permission of instructor required.

ENG 203 English Literature **3(3-0)**
A survey of English literature from 1850 to the present, including Tennyson, Browning, Arnold, Hardy, Shaw, Conrad, Yeats, Joyce, Lawrence, and Eliot; written analyses required. Prerequisite: ENG 103 or permission of the instructor required.

ENG 205 American Literature **3(3-0)**
A survey of American literature from the Colonial Period to the Civil War. Major emphasis will be placed on the works of Hawthorne, Poe, Melville, Emerson, and Thoreau. Prerequisite: ENG 103 or permission of the instructor required.

ENG 206 American Literature 3(3-0)
A survey of American literature from the Civil War to the start of the Twentieth Century. Major emphasis will be placed on the works of Whitman, Crane, Dickinson, Twain, London, and Norris. Prerequisite: ENG 103 or permission of the instructor required.

ENG 207 American Literature 3(3-0)
A study of major American authors of the twentieth century including Dreiser, O'Neill, Frost, Fitzgerald, Hemingway, Wolfe, and Faulkner. Prerequisite: ENG 103 or permission of instructor required.

ENG 210 Interpersonal Communications 3(3-0)
A course emphasizing dyadic communication. The approach is twofold: to increase the student's knowledge of how the process works by increasing his interpersonal communication skills, and to increase the student's understanding of why the process works by exposure to views of various communication theorists.

ENG 211 Public Speaking 5(5-0)
A study of basic speech skills including speech preparation, composition, and delivery. Practical training in the presentation of short speeches is emphasized. Prerequisite: ENG 101

ENG 221 Creative Writing 3(3-0)
A course in which the basic materials and techniques of good writing, particularly poetry and the short story, are examined. Extensive student practice is required. Skills are to be developed through class criticisms of each student's own work in addition to assigned readings by professional writers.

ENG 231 World Literature - Ancient Greeks and Romans through European Literature of Middle Ages 3(3-0)
A study of the great epics and other works of literature of the ancient world, including the Bible, Homer, Sophocles, Aeschylus, Euripides, Aristophanes, Plato, Aristotle, Cicero and Virgil. A survey of Medieval dramas and tales, including Dante, Boccaccio, Chaucer, and other Italian, English, and French writers. Written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 232 World Literature - The Renaissance Through Neoclassicism 3(3-0)
Primarily a study of Spanish, French, English, and Italian comedies and tradgedies. The course includes Cervantes; Rabelais, Moliere, Voltaire; Shakespeare, Marlowe, Milton; and Petrarch, Catiglione, Machiavelli. Written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 233 World Literature - Romanticism to Present Day 3(3-0)
A study of European and American literature, including Rousseau, Goethe, Poe, Melville, Flaubert, Dostoevsky, Tolstoy, Chekhov, Ibsen, Gide, Sartre and Camus, with written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 241 Black American Literature 3(3-0)
A study of Black American prose and poetry with emphasis on writers of the twentieth century. Writers studied may include: Hughes, Douglas, Ellison, Baldwin, Wright, Baraka, Killens, McKay, Cullen, Brooks, Giovanni, and Dunbar. Written analyses and evaluations are required. A sophomore and - or advanced freshman course. Prerequisite: ENG 101 or permission of the instructor required.

ENG 271 Film Appreciation 4(3-2)
A survey of the movies and movie industry from origins to present date. Movies will be shown during the two hour lab, and lecture-discussion sessions will be held three hours a week.

ENG 1101 Communication Skills 5(5-0)
A course especially designed to improve reading and communications skills of the vocational student. Emphasis is placed on the development of vocabulary, comprehension, and reading speed. Spelling, writing, and speaking skills are also taught, the goal being to enable the student to better communicate with others in his chosen field.

ENG 1103 Language Skills: Practical Nursing 5(5-0)
This course covers the three basic language skills: reading, writing, and speaking. The course is organized and taught mainly for those students in the Licensed Practical Nursing Program and attempts to develop effective communication skills which would be applicable to this field of work.

FOR 101 Introduction to Forestry 3(3-0)
This course introduces the student to the forest and the field of forestry; the benefits that mankind derives from the forest and the relationship of mankind and the forest are stressed.

FOR 102 Forest Botany and Ecology 5(4-3)
This course is a basic botany course oriented toward forest vegetation; it is an investigation into the internal and external structures and processes of plants and trees.

FOR 105 Soil Science 3(2-3)
Those fundamental physical and chemical properties which most affect soil and crop management decisions are discussed. The objectives are to first present the student with the proper background to understand soil and fertilizer problems and then how to employ this background in making wise and economical management decisions.

FOR 107 Plant Identification 4(2-4)
This course entails classification of trees and field identification of selected species of trees. Instruction includes uses, silvicultural characteristics and also the aesthetic values of trees and other plants.

FOR 205 General Construction 5(3-6)
This course is designed to acquaint the student with frame construction, mortar preparation and selection of materials and design so that he - she can undertake certain construction and preparations. Considerable emphasis will be on blueprint reading.

FOR 121 Forest Tree Measurements 3(2-3)
Introduction of instruments and tools used in measuring forest products, development of skills and techniques for measuring standing and felled trees as well as specialized forest products.

FOR 170 Supervised Work Experience 4(0-40)
To be taken during the student's 2nd Fall or Spring quarters, or by permission of instructor.

FOR 180 Supervised Work Experience 4(0-40)
This cooperative work experience is optional and affords the student an increased opportunity to become more actively involved in forestry experiences ranging from producing forests to harvesting them. The student may select this course to further enhance his - her qualifications and experience for possible future employment.

FOR 221 Applied Silviculture 3(2-3)
This course covers the establishment, development, caring for, and harvesting



stands of timber. Emphasis is placed on developing techniques which complement both aesthetic values and ecological relationships in the forest.

FOR 222 Forest Mensuration 3(2-3)
This course continues the study of the techniques used in measuring the forest and its products. Timber cruising is stressed. Prerequisite: FOR 105, FOR 197, FOR 221.

FOR 223 Forest Field Study (Guided Elective) 3(2-3)
This course will involve the student, in a working situation, with field practices that were studied in the prerequisite courses. On the job training will be encountered in fire suppression, silvicultural practices. Prerequisite: FOR 222.

FOR 225 Forest Entomology & Pathology 3(2-3)
The study of the primary forest insects and diseases and respective control methods. Includes field identification of certain insects and diseases.

FOR 226 Forest Equipment 4(3-3)
The selection, maintenance, and use of equipment for forest operations, such as logging, fire fighting, land preparation, planting and improvements.

FOR 227 Forest Aerial Photography 4(2-5)
Aerial photo interpretation as used in forest land management. The course deals with the uses, limitations, characteristics of different photography, steroscopy, photo scales and the measurement of distance and area. Tree height measurements, locations of field points, identification of forest cover and physical features, and preparation of simple maps from aerial photos with field exercise are covered.

FOR 228 Logging and Marketing 4(2-5)
Planning various types of logging operations, cost estimates, logging production, transportation, stumpage procurement, and laws, related to logging. The techniques of marketing and logging are extensively observed and studied.

FOR 229 Forest Fire Control 3(2-3)
A study of main causes, preventative measures, methods of control, and uses of forest fires. Includes field exercises with modern forest fire equipment.

FRE 101 Elementary French 4(3-2)
A study of basic French grammar. Aural - oral ability of students will be developed along with reading of texts and writing exercises. Tests are available for those who have had a previous background in French, but desire aid in determining which level is appropriate to begin their studies.

FRE 102 Elementary French 4(3-2)
A continuation of FRE 101.

FRE 103 Elementary French 4(3-2)
A continuation of FRE 102.

FRE 201 Intermediate French 4(3-2)
A systematic review of French grammar in conjunction with reading of French (texts concerning French) civilization and culture. Special emphasis is placed on development of reading comprehension. Students attend a language lab two hours per week. Prerequisite: FRE 103 or a minimum of two high school units of French.

FRE 202 Intermediate French 4(3-2)
A continuation of FRE 201.

FRE 203 Intermediate French 4(3-2)
A continuation of FRE 202.

FRE 211 Advanced French 4(3-2)
The first in a sequence of courses conducted in the language, stressing the culture and history of France, principally as reflected in the literature. Emphasis is on selections from French literature from Chanson de Roland to the present. Prerequisite: FRE 203 or permission of instructor required.

FRE 212 Advanced French 4(3-2)
A continuation of FRE 211.

FRE 213 Advanced French 4(3-2)
A continuation of FRE 212.

GEN 100 Local History and Genealogical Research 3(3-0)
This course is an overview of regional history with an emphasis on local history. Historical research methods as well as primary and secondary sources of information are examined. The use of public records in genealogical research is emphasized.

GEO 101 Regional Geography 3(3-0)
This course is an introduction to basic geography; maps, map - making, problems encountered in this field and various solutions to these problems, exploration or regional types, some relevant natural history and some relevant natural science are included.

GEO 102 Regional Georgraphy 3(3-0)
This course uses a problem approach to international problems. The effects of the topography of a region on its inhabitants is explored; regions studied may include: Central and South America, West Africa, the Peoples Republic of China, The USSR and the United States.

HED 201 Personal and Comunity Health 5(5-0)
This course deals with the development of all aspects of personal and community health.

HED 206 First Aid and Safety 3(3-0)
This is a basic health education course designed to teach the fundamentals of administering first aid. Emphasis is on accident prevention and practical application of first aid skills. The American Red Cross Standard Certificate will be issued to students with a grade of "C" or better.

HED 275 Emergency Medical Technician Training (EMT) 5(0-15)
Traditionally an 81 hour lecture course, the Module EMT Training program was developed by Appalacian State University and is promoted by the North Carolina Office of Emergency Medical Services. Any interested person who is at least 18 years of age is eligible to enroll. To meet the requirements of the course, each student must successfully complete 10 modules for the course and a final examination. Ten hours of practical experience in a local emergency room is also required.

Module topics include:
The Emergency Situation
Bleeding Wounds and Shock
Respiration and Resuscitation
Cardiopulmonary Resuscitation

Emergency Care Training Programs
Soft Tissue Injuries
Injuries to the Skull, Brain, and Spine
Injury to the Extremities
Medical Emergencies
Environmental Emergencies
Emergency Childbirth
Handling Sick and Injured Patients

Those who successfully complete the course may apply for state testing and certification.

HED 1101 Personal Development I 2(1-5)
This course is the first of a two part individualized instructional package designed to cover the following areas: telephone conversation, keeping the body healthy, finding your way, tobacco and health, and, alcohol and health. The student is expected to start at the beginning of the series and complete his work in sequence.

HED 1102 Personal Development II 2(1-5)
This course is the second of a two-part individualized instructional package designed to cover the following areas: drug abuse, the facts about sex, and the facts about veneral disease.

HIS 101 Western Civilization 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the ancient Near East, the classical civilizations of Greece and Rome, and the development of the religious culture of the Middle Ages.

HIS 102 Western Civilization 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the critical elements of Renaissance culture, and the evolution of the modern age, including the Reformation and the age of Revolution.

HIS 103 Western Civilization 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the important foundations of World War I and the Twentieth Century; the rise of European and Asian totalitarianism and World War II; and discussion of important postwar trends and events.

HIS 201 American History 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the early development of the United States, including the colonial period, the Revolution, the Constitution, and the National Government.

HIS 202 American History 3(3-0)
A general survey, utilizing audio visual materials, lectures, and appropriate discussion exercises, of the Nineteenth Century, including the crucial events of the pre-Civil War period, the Civil War, Western expansion, and the development of American business and industry.

HIS 203 American History 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the foundations of World War I, World War II, and the interaction of domestic problems and international rivalries.

HIS 197 Special Topics in History 2(2-0)
A discussion-oriented study of one or more major problems in History. A project will be required, and a study trip may be required.

HIS 210 North Carolina History 5(5-0)
A study of the history of North Carolina from its colonial beginnings to the present.

HIS 211 The Recent Far East 5(5-0)
A historical survey of China and Japan emphasizing imperialism, domestic developments and recent international relations.

HIS 212 Russia and the Soviet Union 5(5-0)
A general survey of Russian history from the establishment of the Grand Principality of Kiev through the creation of the Russian Empire under the Romanovs, the Revolution of 1917, and the development of the Soviet State.

HIS 214 American and Asia: A Clash of Cultures 3(3-0)
An examination of the historical relationships and interactions between the United States and two traditional Asian rivals - China and Japan. Beginning with a brief overview of the historical development of China and Japan, the course will then describe the stormy and often controversial clash of cultures as growing American power and influence, particularly after 1800, brought it into contact with the two Asian powers.

HON 201 Philosophy of Science 3(3-0)
This interdisciplinary honors course is the first of a two-course sequence the theme of which is the evaluation of science through the needs and activities of man. The origin and development of agriculture, architecture, chemistry, mathematics, astronomy, physics, and anatomy are covered.

HON 202 Philosophy of Science 3(3-0)
This is the second of two interdisciplinary honors courses designed to encourage understanding of the origin of the sciences out of man's curiosity and needs. The focus of this course is on the industrial revolution, the theory of evolution, atomic energy, genetics, science and humanism, and the future.

HOR 204 Horticulture 3(2-3)
This course covers: propagating techniques, planting procedures, watering and fertilizing techniques, directing plant growth, summer heat and winter cold, controlling pests and diseases, weeding procedures and maintenance.

HOR 230 Landscaping and Identification of Ornamental Plants 3(2-3)
The identification, distribution, growth characteristics, adaptation, and usage of ornamental trees, shrubs, vines, and herbaceous plants used in indoor and outdoor landscaping will be covered. Landscape planning and development of residential properties to create an aesthetic and functional composition to the home will also be included.

HUM 121 French Culture 2(2-0)
The first in a sequence of courses conducted in English which explore the geography, economy, politics, and local customs of France. There is a brief overview of French literature and history as well as an emphasis on current events.

HUM 122 French Culture 2(2-0)
A component of the French Culture Sequence (no prerequisite).

HUM 123 French Culture 2(2-0)
A component of the French Culture Sequence (no prerequisite).

HUM 131 Spanish Culture 2(2-0)
The first in a sequence of courses conducted in English which explore the geography, economy, politics, and local customs of Spain. There is a brief overview of Spanish literature and history as well as an emphasis on current events.

HUM 132 Spanish Culture 2(2-0)
A component of the Spanish Culture Sequence (no prerequisite).

HUM 133 Spanish Culture 2(2-0)
A component of the Spanish Culture Sequence (no prerequisite).

HUM 151 The Nature of Language 2(1-2)
This course is a basic introduction to semantics, body language, language comparison dialects, and the effects of language. Students have the opportunity to utilize a variety of audio-visual media, as well as to participate in games and activities involving the manipulation of language.

HUM 201 Unified Humanities 5(5-0)
A team - taught interdisciplinary introduction to the cultural and intellectual progress of modern man, with particular emphasis on life in our southeastern North Carolina tri-cultural society. The course is project - oriented and is designed to begin where the student finds himself in relation to his appreciation of art, music, history, literature, and philosophy, help him discover how he got there, and where he goes next in the humanistic tradition. The subject is man; the spirit is critical and speculative; and the goal is realization of the worth of the individual.

HUM 202 Unified Humanities 5(5-0)
A continuation of HUM 201.

HUM 204 The Italian Renaissance 5(2-9)
An introductory study of the art, literature, politics, philsophy and religion of southern renaissance man. Through reading, film studies and lectures the students will become familiar with the art treasures they will see first hand in museums in Florence, Rome and Venice. (Study tour of Italy required.)

HUM 205 Classical Greece 5(2-9)
An introductory study of the philosophy, politics, art, architecture, and literature of Heladic and classical Greece. Students will read from original sources and commentaries on the Greek view of the nature of art and man. Film studies will acquaint the students with the places they will visit while in Greece. (Study tour of Greece is required).

HUM 206 Our British Heritage, Part I 5(2-9)
A travel-study course dealing with the history, geography and government of Great Britain with special attention to those aspects of British culture that have had the greatest influence on the United States. Students will examine British constitutionalism and our rich heritage of the English common law tradition. (Study tour of Britain required.)

HUM 207 Our British Heritage, Part II 5(2-9)
A travel - study course dealing with the literature, art and philosophy of Great Britain with special attention to those aspects of British culture that have had the greatest influence on America. (Study tour of Great Britain is required in conjunction with HUM 206.)

JOU 101 Principles of Journalism 3(3-0)
This course is an introduction to reporting the various types of news for a newspaper, and emphasizes the various types of writing skills required by each of the different forms (i.e. the general news story, the feature, the editorial, etc.). Broadcast journalism will be introduced when appropriate.

JOU 102 Principles of Journalism 3(3-0)
A continuation of JOU 101.

JOU 103 Principles of Journalism 3(3-0)
A continuation of JOU 102.

MAT 91 Arithmetic Refresher 3(5-0)
An intensive review of the basic arithmetic operations covering: whole numbers, common fractions, decimal fractions, per cent and its application. Does not count toward meeting mathematics requirements for graduation.

MAT 92 Introduction to Algebra 3(5-0)
A study of basic algebra for the student who is to continue studying math. The studying begins with the arithmetic operations of the integers and extends through simple algebraic expressions. Does not count toward meeting mathematics requirements for graduation. Prerequisite: MAT 91 or an acceptable score on a mathematics placement test.

MAT 101 Fundamentals of Mathematics 3(3-0)
This is the first course in a three-quarter sequence for liberal arts students. Included are the rationale numbers, the real numbers, algebra, and either numeration systems or mathematical systems.

MAT 102 Fundamentals of Mathematics 3(3-0)
Topics include geometry, probability, statistics, and matrices.

MAT 103 Fundamentals of Mathematics 3(3-0)
A continuation of MAT 102. This course consists of an introduction to the BASIC computer language and computer programming applications. Prerequisite: MAT 102.

MAT 105 Electrical Math I 5(5-0)
A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping factoring, ex-

ponents, ratios, and proportions; solution of equations, algebraically and graphically; introduction to trigonometric functions and their application to right angles; and study of vectors for use in alternating current. Prerequisite: MAT 91 or an acceptable score on a mathematics placement test.

MAT 110 Intermediate Algebra 5(5-0)
The algebra of the real number system including the study of polynomials, rational expressions, and algebraic expressions. Emphasis will be placed on operations with fractions, solutions of linear and quadratic equations and systems of equations. Prerequisite: one successful year of high school algebra or the successful completion of MAT 92, Intro. to Algebra.

MAT 112 College Algebra and Trigonometry 5(5-0)
This course and its sequel provide a thorough preparation in pre-calculus math, including properties of real numbers, linear and nonlinear algebraic relations and function, exponential and logarithmic functions. Prerequisite: MAT 110 or two successful years of high school algebra. Corequisite: MAT 170

MAT 113 College Algebra and Trigonometry 5(5-0)
This pre-calculus course deals with circular functions, trigonometric functions, polar coordinates, complex numbers, sequences and series and other appropriate topics. Prerequisite: MAT 112 and MAT 170.

MAT 115 Mathematics for Foresters 3(3-0)
This course is basic trigonometry. Topics include the sine, cosine, tangent functions and the use of these functions to solve problems involving right and oblique triangles. Prerequisite: MAT 92 or one successful year of high school algebra.

MAT 121 Basic Algebra I 5(5-0)
An introduction to algebra. This first course in a two-course sequence includes signed whole numbers, non-fractional equations, multiplication and division of fractions and addition and subtraction of fractions. Prerequisite: MAT 91 or an acceptable score on a mathematics placement test.

MAT 122 Basic Algebra II 5(5-0)
The second course in this sequence includes fractional equations, introduction to graphing, literal fractions, formula rearrangement, systems of equations and formula derivation. Prerequisite: MAT 121 or its equivalent.

MAT 123 Electronic Math I 5(5-0)
A study of the fundamentals of algebra, basic operations, grouping, factoring, exponents, ratio and proportions; trigonometry is introduced. Those mathematical processes which are applicable to electricity are emphasized (i.e. a study of vectors for use in alternating current). Prerequisite: MAT 122 or its equivalent.

MAT 150 Calculus with Analytic Geometry 5(5-0)
The first course of a four-quarter sequence which treats the calculus of functions of one variable and plane analytic geometry. This sequence is generally required of all mathematic, science and engineering majors. (Other courses in the sequence: MAT 250, MAT 251, MAT 252.) Prerequisite: MAT 113.

MAT 161 Mathematics for Nurses 1(2-0)
A study of the simple mathematics which are essential for the preparations of solutions and the administration of medicines and other tasks common to the nursing profession. Prerequisite: MAT 91 or an acceptable score on math placement test.

MAT 170 Introduction to BASIC Programming 2(1-2)
A mini-course in the BASIC computer language in the use of simple computers. The entire course involves learning to write and to execute computer programs. The course will not normally count as a mathematics credit for graduation, but will count as an elective. Corequisite: MAT 112

MAT 171 Advanced BASIC Programming 3(2-2)
A continuation of MAT 170. This course is designed to provide skills in programming and to facilitate a general understanding of the organization, characteristics and uses of computer solutions to a wide variety of numerical and non-numerical problems. New procedures and techniques introduced will include: batch processing, disk storage and retrieval, organization and maintenance of files, sorting, and simulation. Prerequisite: MAT 170 or MAT 103 with permission of the instructor or BUS 130 with permission of instructor.

MAT 172 BASIC Programming Concepts 5(4-2)
A combination of MAT 170 and MAT 171. Corequisite: MAT 112 or its equivalent.

MAT 180 Mathematics for Elementary Teachers 5(5-0)
The first of a two course series covering the real number system with special attention given to algebra of sets and the mathematical basis of the fundamental operations of addition, subtraction, multiplication and division. Basic ideas from number theory, algebra and the intuitive foundations of geometry are also covered. Prerequisite: MAT 92 or one successful year of high school algebra.

MAT 181 Mathematics for Elementary Teachers 5(5-0)
A continuation of MAT 180. (Usually required for those preparing to teach in grades four through nine.) Prerequisite: MAT 180.

MAT 191 Metric System 1(1-0)
This course covers the history of measurement, the invention of the metric system, the advantages of the metric system, the meaning of metric prefixes, the relation of metric units to other units of measurement, the metric units of lenth, area, volume, mass, capacity and its use in the science laboratory. Prerequisite: MAT 92 or one successful year of high school algebra.

MAT 221 Electronic Math II 5(5-0)
A study of powers of ten, Ohm's law for series and for parallel circuits, quadratic equations, Kirchoff's laws, trigonometric functions, plane vectors, alternating current, vector algebra, and logarithms. Prerequisite: MAT 123

MAT 250 Calculus with Analytic Geometry 5(5-0)
A continuation of MAT 150. This course treats the calculus of functions of one variable and plane analytic geometry. Prerequisite: MAT 150.

MAT 251 Calculus with Analytic Geometry 5(5-0)
A continuation of MAT 250. Prerequisite: MAT 250.

MAT 252 Calculus with Analytic Geometry 5(5-0)
The fourth course of a four quarter sequence. This course treats the calculus of functions of several variables and solid analytic geometry. Prerequisite: MAT 251.

MAT 1101 Fundamentals of Mathematics I 5(5-0)
Practical number theory is the basis of this course. Included are analysis of basic operations (addition, subtraction, multiplication and division), fractions decimals, percentages and ratio and proportion. Prerequisite: None.

MAT 1102 Fundamentals of Algebra 3(3-0)
Emphasis is on those algebraic operations having special application in the field of air conditioning and refrigeration. Prerequisite: MAT 1101 or its equivalent.

MAT 1103 Geometry for Vocational Students 3(3-0)
Funamental properties and definitions of geometry are covered in this course. Included are: plane and solid geometric figures, selected theorems, geometric figures, volumes of solids, and geometric principles as they apply to shop operations. Prerequisite: MAT 1101 or its equivalent.

MEC 1115 Measurement and Layout 2(1-3)
A basic course that covers measuring and layout tools common to the metal industries; principles of orthographic projection; parallel and radial methods of development and their application to layout work; and the measurement and layout of edges, seams, and notches. Step-by-step procedures for the development of patterns; for intersections of cylinders; rectangular and round tanks, etc.

MEC 1120 Duct Construction and Maintenance 2(1-3)
Study of various duct materials including sheet steel aluminum, and fiberglass. Safety, sheetmetal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on the site repairs including ducts made of fiberglass. A study is made of duct fittings, dampers and regulators, diffusers, heat and air washers, fans, insulation and ventilating hood. Prerequisite: BPR 1116, AHR 1123. Corequisite: AHR 1126.

MEC 1120A Duct Construction and Maintenance 2(1-3)
Study of various duct materials including sheet steel, aluminum, and fiberglass. The student will service various duct systems and perform on the site repairs

including ducts made of fiberglass. A study is made of duct fittings, dampers and regulators, diffusers, heat and air washers, fans, insulation and ventilating hood.

MEC 1133 Electrical and Mechnical Maintenance 5(3-6)
To acquaint the student with the basic fundamentals of installation, maintenance and repair of machines, miscellaneous electrical, mechanical, hydraulic, pneumatic and lubrication devices are installed and maintained. Methods of rigging and machine installation including location, leveling, and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for pre-start inspection. Prerequisites: DFT 1104 and ELC 1112.

MEC 1145 Measurement and Layout 2(1-3)
A basic course that covers measuring and layout tools common to the metal industries; principles of orthographic projection; parallel and radial methods of development and their application to layout of edges, seams, and notches. Step-by-step procedures for the development of patterns; for intersections of cylinders; rectangular and round tanks,. etc.

MUS 101 College Choir 1(0-5)
The college choir is open to all students who have musical talent and are interested in singing. Opportunities exist for: accompanied and unaccompanied singing, study and performance of various choral works and styles, and appearances locally and in other states. Permission of instructor required.

MUS 102 College Choir 1(0-5)
A continuation of MUS 101.

MUS 103 College Choir 1(0-5)
A continuation of MUS 102.

MUS 104 College Choir 1(0-5)
A continuation of MUS 103.

MUS 105 Music Appreciation 5(5-0)
A course to provide students an opportunity to become familiar with approximately forty-five musical compositions considered to the masterpieces. Emphasis will be placed on listenings. Lectures will include the development of perceptive listening habits, basic elements of music, a study of the stylistic and formal characteristics of the music, and biographical material on the composers. Meets five hours per week for five credit hours.

MUS 106 Music for the Pre-Schooler I 4(3-2)
This course gives the student the opportunity to learn the characteristics of the Pre-school child's musical development from infancy to five years of age. The course includes basic notation, elements of singing, and lab work in the lab.

MUS 107 Music for the Pre-Schooler II 4(3-2)
A continuation of Music 106. In this course the student may concentrate on either guitar or piano. Simple singing, rhythm games, and musical appreciation are introduced along with the making of rhythm instruments. Lab work in the lab school in continued. Prerequisite: MUS 106 or permission of the instructor.

MUS 108 Music for the Pre-Schooler III 4(3-2)
A continuation of Music 107. Emphasis will be placed on musical activities for the child, media and materials available, music appreciation, and continued lab work in the lab school. Prerequisite: MUS 107.

MUS 111 Freshman Theory I 4(3-3)
A fully integrated course in basic theory including the basic elements of musical sound, scales, keys, triads, intervals, rhythmic patterns, meter, and dictation. Permission of the instructor. Corequisite: MUS 164

MUS 112 Freshman Theory II 4(3-3)
A fully integrated course in theory including the study of harmonic melodic and rhythmic elements; part writing, harmonic analysis, sight singing and dictation. Corequisite: MUS 165 Prerequisite: MUS 111, 164.

MUS 113 Freshman Theory III 4(3-3)
A fully integrated course in theory including the study of altered chords, secondary dominants, rhythm, preliminary counterpoints, modulations, part writing, harmonic analysis, sight singing and dictation. Corequisite: MUS 121 - Prerequisite: MUS 112, 165.

MUS 114 Freshman Theory IV 4(3-3)
A continuation of basic music theory with emphasis on drill in aural training, sight reading, sight singing and keyboard work. Permission of the instructor.

MUS 121 Keyboard Harmony I 2(1-3)
This course is designed to teach basic keyboard skills to the music student and to supplement Freshman Theory. Basic skills presented include: transposition, scales, choral progressions, single harmonization, and improvisation. Prerequisite: MUS 164, 165

MUS 151 Applied Classical Guitar I 2(0-6)
This course is the first in a sequence of instruction in the fundaments of playing the guitar.

MUS 152 Applied Classical Guitar II 2(0-6)
A continuation of MUS 151.

MUS 153 Applied Classical Guitar III 2(0-6)
A continuation of MUS 152.

MUS 154 Guitar I 2(0-6)
This course is the first in a sequence of instruction in the fundamentals of playing the guitar. Students will be taught basic chording and strumming techniques along with elementary musical rudiments and note reading. All equipment for the course will be supplied.

MUS 155 Guitar II 2(0-6)
A continuation of MUS 154, including the study of note reading, bar chords, and simple modulation. Pre-requisite: MUS 154 or permission of Instructor.

MUS 156 Guitar III 2(0-6)
A continuation of MUS 155, including the study of more advanced modulation and melody harmonization. Pre-requisite: MUS 155 or permission of Instructor.

MUS 157 Introduction to Classic Guitar 2(0-7)
This course is designed to teach the student the basic fundamentals of classical guitar technique and musical literature as a preparation for eventual private instruction.

MUS 161 Applied Piano I 2(0-6)
This is the first class in the series of one-to-one piano instruction. The course will involve a study of piano technique and literature, both from a historical and practical standpoint. Permission of the instructor.

MUS 162 Applied Piano II 2(0-6)
Continuation of MUS 161 at more advanced level.

MUS 163 Applied Piano III 2(0-6)
Continuation of MUS 162 at more advanced level.

MUS 164 Freshman Piano I 2(0-6)
The first in a sequence of practical instruction leading to the mastery of the keyboard encompassing the following skills: accuracy of notes, accuracy of rhythm, steadiness of tempo, proper hand position, correct fingering, use of dynamics, melodic tone quality, use of pedal, seriouness of purpose (attendance, attitude, etc. memorization).

MUS 165 Freshman Piano II 2(0-6)
A continuation of MUS 164.

MUS 166 Freshman Piano III 2(0-6)
A continuation of MUS 165.

MUS 171 Freshman Voice I 1(½-2½)
The first in a sequence of practical instruction leading to the mastery of vocal technique, covering the aims, organization, and materials of vocal music. Special emphasis is placed on sound production, pronunciation and diction, breathing, reading skills, and development of a solo repertoire.

MUS 172 Freshman Voice II 1(½-2½)
A continuation of MUS 171.

MUS 173 Freshman Voice III 1(½-2½)
A continuation of MUS 172.

MUS 174 Applied Voice I 2(0-6)
The first in a sequence of practical instruction leading to the mastery of vocal technique, covering the aims, organization, and materials of vocal music. Special emphasis is placed on sound production, pronunication and diction, breathing, reading skills, and the development of a solo repertoire.

MUS 175 Applied Voice II 2(0-6)
A continuation of MUS 174.

MUS 176 Applied Voice III 2(0-6)
A continuatin of MUS 175.

MUS 180 Music for Elementary Teachers 5(5-0)
A course designed for the student who plans to become a classroom teacher in the elementary school. It presents an integrated approach to developing functional musicianship through listening,

reading, and writing musical notation, analyzing and creating music. Emphasis is placed on understanding music and its practical application in the classroom.

MUS 201 College Choir 1(0-5)
A continuation of MUS 103.

MUS 202 College Choir 1(0-5)
A continuation of MUS 201.

MUS 203 College Choir 1(0-5)
A continuation of MUS 202.

MUS 204 College Choir 1(0-5)
A continuation of MUS 203.

MUS 211 Sophomore Theory I 4(3-3)
A continuation of Freshman theory. This course will include an introduction of chromatic harmony, formal analysis, altered chords, and instrumental writing. Skills in analysis, part-writing, sight singing, and dictation will continue to be developed. Students will undertake written and analytical work in chromatic styles of the 19th century. Corequisite: MUS 221 - Keyboard Harmony II. Prerequisite MUS 113, 123.

MUS 212 Sophomore Theory II 4(3-3)
A continuation of MUS 211. Included are advanced work in ear training and sight singing, modulation to remotely related keys, advanced part-writing procedures, advanced analysis, and a continued study of altered chords. This course will contain a brief survey of impressionistic and early 20th century compositional styles. Corequisite: MUS 222 - Keyboard Harmony III. Prerequisite:

MUS 213 Sophomore Theory III 4(3-3)
A continuation of MUS 212. This course will examine in detail many of the compositional techniques developed in this century, such as serialism, polytonality, and aleatoric music. The student will be expected to compose short, original compositions in each of the styles studied; however, no prior compositional experience is needed. The student will continue with advanced work in sight singing, dictation, and analysis. Corequisite: MUS 223 - Keyboard Harmony IV. Prerequisite: MUS 212, 222.

MUS 215 Music History I 3(2-2)
A study of music history from its beginning to 1750. This course will cover the evolution of musical styles from pre-Christian times through the work of J.S. Bach. In addition to the examination of many musical works the course will include a study of the historical eras and the influence of social, economic, and political factors on music. Meets three hours per week for the three credit hours.

MUS 216 Music History II 3(2-2)
A study of music from 1750 to 1900. This course will cover the evolution of music styles from J.S. Bach to Johannes Brahms. In addition to the examination of musical examples from these eras, the course will include a study of the influences of social, economic, and political factors on music. Meets three hours per week for three credit hours.

MUS 217 Music History III 3(2-2)
A study of music from 1900 to present. This course will cover the evolution of music styles from the compositions of the Post Romantics to present. The course will include all the latest compositional trends. Meets three hours per week for three credit hours.

MUS 221 Keyboard Harmony II 2(2-4)
This is a continuation of first year keyboard harmony. Emphasis is placed upon more advanced transposition, harmonization and sight reading. An addition, new chord pregressions are learned and applied to harmonizations and leak sheets. Clef reading and score reading is also introduced. Some emphasis will be placed upon keyboard literature and techniques.

MUS 222 Keyboard Harmony III 2(2-4)
(Same as above - MUS 221)

MUS 223 Keyboard Harmony IV 2(2-4)
(Same as above - MUS 221 .. MUS 222)

MUS 251 Applied Classical Guitar IV 2(0-6)
A continuation of MUS 153.

MUS 252 Applied Guitar V 2(0-6)
A continuation of MUS 251.

MUS 253 Applied Guitar VI 2(0-6)
A continuation of MUS 252.

MUS 261 Applied Piano IV 2(0-6)
Same as the MUS 161-163 series but on a more advanced level.

MUS 262 Applied Piano V 2(0-6)
Same as the MUS 161-163 series but on a more advanced level.

MUS 263 Applied Piano VI 2(0-6)
Same as the MUS 161-163 series but on a more advanced level.

MUS 264 Sophomore Piano I 2(2-4)
A continuation of MUS 166.

MUS 265 Sophomore Piano II 2(2-4)
A continuation of MUS 264.

MUS 266 Sophmore Piano II 2(2-4)
A continuation of MUS 265.

MUS 274 Applied Voice IV 2(0-6)
Same description as MUS 171-2, except a more advanced level.

MUS 275 Applied Voice V 2(0-6)
A continuation of MUS 274.

MUS 276 Applied Voice VI 2(0-6)
A continuation of MUS 275.

NUR 101 Introduction to Health Care 1(1-0)
This course introduces the student to history of nursing, simple professional ethics, grooming and personal health, nursing and its relationship to other fields of medicine, and the methods of learning about health via communications media.

NUR 102 Introduction to Health Care 1(1-0)
This course is concerned primarily with teaching medical terminology. The student will be introduced to terminology used in the hospital and to the titles and the educational backgrounds of various health personnel.

NUR 103 Introduction to Health Care 1(1-0)
This course will continue medical terminology. The course also will include ethics specific to the field of nursing and alternative careers in health occupations. It will include the relationship of nursing to other health fields. Prerequisite: NUR 102.

NUR 111 Nursing Fundamentals I 6(3-3 6)
This course is an introduction to the broad concepts of nursing and to the basic principles which serve as guides in planning and administering nursing care. Clinical laboratory experience is provided to develop basic nursing skills. Prerequisite: Admission into Nursing Program through Nursing Admission Committee.

NUR 112 Nursing Fundamentals II 5½ weeks (5-12)
This course focuses on the development of the skills of administering oral and injectable medications. Drug sources, methods of storage and classification of drugs by use and content are covered. Prerequisite: NUR 111 and MAT 161

NUR 113 Nursing Fundamentals III 5½ weeks (5-12)
This course is designed to introduce the student to the basic principles of nutrition. Function and sources of nutrients as well as the metabolic process are covered. Nutritional meals are planned and modified to meet various cultural, religious, social and psychological requirements. Prerequisite: NUR 112.

NUR 114 Medical And Surgical Nursing I 9(5-12)
This course is designed to provide a background of information which will enable the student to further develop the knowledge and nursing skills which are essential to basic nursing care. Consideration to the scope, diagnosis, prevention, and control of the major health problems is given, plus a study of the physical, mental, social, and emotional development of the normal human being. Prerequisite: NUR 113.

NUR 115 Human Growth And Development 2(2-0)
This course is designed to assist the Nursing student in caring for patients of all age groups. Growth and development from infancy to old age with consideration of the effect of the social, biological, cultural, and illness upon growth are included. Insofar as possible, the classroom activity centers around discussions of normal growth and development and certain deviations. Prerequisite: PSY 201.

NUR 116 Abnormal Psychology For Nurses 3(3-0)
An indepth study of neurotic and psychotic behavior. This course will describe symptoms, identify causes, and introduce the student to the major treatment for mental illness. Prerequisite PSY 201.

NUR 117 Psychiatric And Mental Health Nursing 5(3-6)
This course introduces the student to the basic concept of mental illness as a community health problem and gives the student the opportunity to develop skills in planning nursing care for patients with behavioral disorders. Selected clinical experiences are provided with mentally ill patients in the hospital setting and with those persons experiencing behavorial disorders. Selected clinical experiences are provided with mentally ill patients in

the hospital setting and with those persons experiencing behavioral disorders who are being treated on an outpatient level. Prerequisite. PSY 201 and NUR 115.

NUR 201 Maternity Nursing 9(5-12)
A study of the broad concepts of the family's task of child-bearing and child-rearing in a social setting. Emphasized is the nurse's role in family teaching and guidance in health care. The clinical laboratory provides guided learning experiences in assisting the family in solving health problems in the various phases of family growth and development. Prerequisites: BIO 204, BIO 205, BIO 206, NUR 111, NUR 112, NUR 113, NUR 114.

NUR 202 Medical-Surgical Nursing II 9(5-12)
A continuation of NUR 201. Emphasis is on patient and family teaching; utilization of various community agencies is stressed. Prerequisites: NUR 201, BIO 206.

NUR 203 Medical-Sugical Nursing III 9(5-12)
A continuation of NUR 202. Emphasis is on working with the health team and guiding the work of auxiliary personnel. Prerequisite: NUR 202.

NUR 220 Pediatrics 3(3-0)
This course will deal with nursing techniques and comprehensive knowledge required in dealing with disease processes peculiar to children. Special emphasis will be placed on primary care, immunology, communicable diseases, and other childhood diseases. Prerequisite: Open to sophomore Associate Degree Nursing students only.

NUR 221 Concepts of Nursing Practices 3(3-0)
This course is concerned with the responsibilities of the Registered Nurse, including legislative and legal controls, educational preparation organizations. Prerequisite: NUR 220.

NUR 222 Nursing Seminar 3(3-0)
This course is designed as a comprehensive review of nursing courses to improve the competency of the student to practice independently. Emphasis will be placed on student participation in group discussion, writing of NLN exams and the reviewing of them. Ethics in nursing will also be emphasized. Prerequisite: NUR 221.

NUR 1000 Nurses' Assistant I 3(2-4)
This course is designed to provide the student with a knowledge of basic nursing skills required for patient care in the home and hospital setting. Topics covered include maintaining, cleanliness, hospital bed preparation, bathing and feeding the patient, measuring and recording vital signs, and care of patients before and after surgery.

NUR 1100 Nurses' Assistant II 5(3-6)
This course provides the student with indepth training in basic nursing skills as practiced in the hospital setting. Forty hours of clinical training under the supervision of a licensed nurse, provide the student with practical experience in routine patient care. Prerequisite: NUR 1000 and a minimum reading skill level of sixth grade.

NUR 1101 Fundamentals of Practical Nursing I 9(7-6)
This course is designed to assist students in acquiring knowledge, and attitudes basic to effective nursing of patients of all ages and backgrounds. Emphasis is on nursing needs arising both from the individuality of the patient and from the patient's inability to care for himself. Emphasis is on the patient, his needs, and his environment. Prerequisite: Enrollment in LPN Program.

NUR 1102 Fundamentals of Practical Nursing II 6(5-3)
A continuation of NUR 1101. This course is designed to complete the introduction to basic nursing procedures and to cover deviations from normal methods and therapeutic procedures. Prerequisite: NUR 1101.

NUR 1103 Medical-Surgical Nursing I 6(4-6)
This course is designed to introduce the student to the causes of illness: the effect of illness on the patient, his family, and the community are covered. Procedures of nursing care relative to specific needs arising from specific disorders (cancer, for example) are covered.

NUR 1104 Medical-Surgical Nursing II 8(5-9)
A continuation of NUR 1103. This course is designed to cover the causes, symptoms, treatment and nursing care of patients with disorders of the respiratory, circulatory, digestive, urinary, reproductive, and endocrine systems. Prerequisite: NUR 1103.

NUR 1105 Medical-Surgical Nursing III 14(6-24)
A continuation of NUR 1104. This course is designed to cover the causes, symptoms, treatment and nursing care of patients with disorders of the nervous, musculoskeletal and sensory systems. Also included are: psychiatric nursing, advanced nursing ethics, legal aspects of practical nursing, as well as professional organizations and the graduate role. Emphasis is on clinical activities and selected patient care. Prerequisite: NUR 1104.

NUR 1110 Anatomy and Physiology 5(5-0)
This course is designed to introduce the student to the general plan of the body and to thoroughly examine the ten systems of the body (i.e., skeletal, muscular, nervous, etc.)

NUR 1111 Nutrition 5(5-0)
This course is designed to provide a basic background in nutrition. Functions and sources of nutrients are covered as well as the mechanics of digestion, absorption, and metabolism of nutrients. Principles of meal planning and the modifications of nutritional requirements by various cultural, religious, social and psychological factors are covered.

NUR 1112 Maternity Nursing 7(5-6)
This course is designed to provide a study of fundamentals of maternity nursing. Emphasis is on the normal pregnancy, the nurse's responsibilities, the needs of maternity patients with complications, as well as the needs of the normal infant and infant with common disorders.

NUR 1114 Pediatric Nursing 7(4-9)
This course emphasizes: normal child development, physical and emotional differences of the child from the adult, and the scope and objectives of modern nursing for children. Methods of meeting the needs of the hospitalized child and his-her parent as well as the implications of common disorders in children are covered.

NUR 1115 Pharmacology I 4(4-0)
This course focuses on the development of the skill of giving oral medications and injections. Drug sources, methods of preparation and storage, and the classification of drugs by use and by content are covered.

NUR 1116 Pharmacology II 4(4-0)
This course develops basic skills in calculating dosage for oral and parental use. Basic mathematical skills are covered. Preparation of simple solutions using proportion methods, systems for measuring drugs, conversion problems within the system and from system to system, are covered.

ORI 100 Freshman Orientation 1(1-0)
This is a required course for all full-time freshmen students. Topics to be covered: introduction to campus, services available, counseling, financial aid, Resources for Student Learning, Special Services Program, schedule changes, withdrawal from the college. Veteran information, lost and found, student rights and responsibilities, first aid information, SCC Handbook, student I.D. cards, student activities, Student Government Association, computation of GPA, study skills and library skills.

ORI 101 College Orientation 1(2-0)
This course is an alternative to Orientation 100. Topics to be covered: introduction to campus, services available-counseling, financial aid, Resources for Student Learning, Special Services, schedule changes, withdrawal from the college, Veteran information, lost and found, student rights and responsibilities, first aid information, student I.D. cards, student activities, Student Government Association. In another portion of the course, the student will be involved in the development of interpersonal skills and personal growth activities. Computation of GPA, study skills and library skills.

PED 101 Principles of Physical Education 2(1-2)
(This course required for graduation as indicated by degree or diploma.)
An introduction to the need and benefits of regular physical activity with special emphasis on the development of personalized exercise training program. An overview of selected team, individual, dual, and recreational sports activities is included. The course features a one-hour concepts lecture session combined with two hours of laboratory application per week.

PED 102-119 P.E. Sports Activities.
(Activity course required for graduation as indicated by degree or diploma.)
The following courses are designed to aid the student in developing the fundamental skills, understanding, and appreciations necessary to derive the greatest degree of physical benefit and enjoyment from sports activities.

PED 102-119 Conditioning & Adaptive Courses 1(0-3)
PED 102 Adaptive
PED 103 Physical Fitness
PED 104 Slimnastics
PED 105 Weight Training

PED 110-119 Team Sports 1(0-3)
PED 110 Baseball
PED 111 Basketball
PED 112 Field Hockey
PED 113 Soccer
PED 114 Softball
PED 115 Touch Football
PED 116 Volleyball
PED 117 Wrestling
PED 118 Advanced Baseball (Prerequisite PED 110 or Permis. of Inst.)
PED 119 Advanced Basketball (Prerequisite PED 111 or Permis. of Inst.)

PED 120-129 Individual & Dual Sports 1(0-3)
PED 120 Archery
PED 121 Badminton
PED 122 Bowling
PED 123 Golf
PED 124 Gymnastics
PED 125 Handball
PED 126 Sailing
PED 127 Snow Skiing
PED 128 Swimming - Diving
PED 129 Tennis

PED 130-139 Recreational Sports Activities 1(0-3)
PED 130 Angling
PED 131 Canoeing
PED 132 Cycling
PED 134 Hiking
PED 135 Horsehoes
PED 136 Jogging
PED 137 Marksmanship
PED 138 Table Tennis
PED 139 Water Skiing

PED 201-299 Sports Related Electives 2(1-2)
PED 201 Sports Officiating: Football, Soccer, Volleyball
PED 202 Sports Officiating: Basketball
PED 203 Sports Officiating: Baseball & Softball
PED 204 Sports Medicine: The Trainer and Athletics
PED 205 Sports and the Spectator: Football
PED 206 Sports and the Spectator: Basketball
PED 207 Sports and the Spectator: Baseball

—The credit for these courses is elective only and will not meet graduation requirements for P.E.

PHI 201 Introduction to Philosophy 5(5-0)
This course is designed to acquaint the beginner in philosophy with the basic problems that have concerned speculative thinkers. Emphasis is on addressing the major questions of metaphysics, ethics, and epistemology as they relate to contemporary problems. The classical techniques of "doing" philosophy are stressed.

PHI 205 World Religions 3(3-0)
A study of the basic concepts and theological beliefs of mankind as reflected by their religious cultures.

PHS 101 Physical Science 4(1-6)
This course emphasizes mechanics, heat, sound magnetism, electricity, systems of measurements, and the solar system. This course is taught by audio-tutorial methods.

PHS 102 Physical Science 4(1-6)
This course emphasizes atomic structure as it is related to the classification of the elements and the nature of their compounds. Fundamental laws, principles and theories of ionic and covalent bonding are also emphasized.

PHS 103 Physical Science 4(1-6)
This course emphasizes soil development, evaluation of landscapes, effect of glaciers, streams, winds, weather and the geological time table.

PHY 201 General Physics 4(3-2)
A general physics course designed primarily for mathematics, engineering and physical science majors. The elements of classical mechanics are introduced including vector analysis, partial and rigid body dynamics, statics and rotary motion. Prerequisite or Corequisite: MAT 112.

PHY 202 General Physics 4(3-2)
A continuation of PHY 201. Areas covered include heat, sound and light, the measurement of temperature change, calorimetry, heat transfer, properties of matter, thermodynamics, wave motions, geometrical and physical optics. Prerequisite: PHY 201.

PHY 203 General Physics 4(3-2)
A continuation of PHY 202. Areas covered include electricity, magnetism, atomic and nuclear physics. An emphasis is on: electrostatics, magnetos, capacitance, currents, circuits, and electromagnetic introduction. Prerequisite: PHY 202.

PHY 1101 Applied Science I 4(3-2)
This course is an introduction to physics and its applications. Systems of measurement, theory of matter, properties of solids, liquids, gases and basic electrical principles are covered.

PHY 1102 Applied Science II 4(3-2)
This course covers the basic principles of forces and their effects; gravitation, motion, mechanical movements, simple machines, gear trains, and compound machines are included.

PLU 1110 Plumbing Pipework 6(3-9)
This course will introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop, where the student can learn how to handle these materials correctly. The student will perform operations such as threading, caulking, cutting, and sweating of the various kinds of pipe and tubing used in the trade.

PLU 1111 Domestic Water Systems 5(2-9)
The installation of water distribution systems beginning with the sources of supply including the location of pipes, valves, and pumps, in both single-story and multi-story buildings will be studied. Plumbing installations will be made to provide practical applications. Heating devices, and the storage and circulation of hot water will be studied. Private and public sewage and drainage systems, including their ventilation is a part of this course. Field trips will be taken to study various types of installations.

PLU 1112 Installation of Plumbing Fixtures 6(3-9)
The differences in materials and styles of lavatories, bathtubs and sinks, and the many ways that these fixtures can be installed will form the basis of this course. The proper use of traps is included. The student will get actual practice by making installations.

PLU 1120 Low Pressure Steam Systems 4(2-6)
The student will become acquainted with types of air systems, dryers, filters, regulators. Oil and lubrication pressure systems as applied to production equipment and machinery will be stressed.

PLU 1121 High Pressure Steam Systems 6(3-9)
Applications of low pressure steam equipment will be continued. Principles involved in industrial applications of both low-pressure and high-pressure steam equipment are covered. Commercial and industrial blueprints will be studied utilizing low and high pressure equipment. High pressure boilers and installations of high pressure systems will be emphasized.

PLU 1123 Hot Water and Panel Heating 5(3-6)
The piping and accessory equipment needed to transfer hot water to radiators, heaters, and coils, and the advantages and disavantages of each of these units will be studied, including apparatus for radiant heating and panel heating. Methods of "sizing" equipment for various installations will be included. Practical application will be provided in installing this equipment.

PLU 1125 Industrial Piping 6(3-9)
Piping system of air, water, and cooling especially as they are used in machinery and equipment for production and manufacturing processes. Its ability to increase production will be stressed.

PLU 1126 Hydraulic Systems Plumbing 3(2-3)
Plumbing applications in hydraulic systems are the focus of this course. Hydraulic principles, circuits, control valves, actuators, pumps, fluids and various accessories that complete hydraulic systems will be studied. Installation and servicing methods of these systems will be undertaken.



PLU 1125 Industrial Piping 6(3-9)
Piping systems of boilers, turbines, and steam engines especially as they are used in steam power plants and process piping such as is used in the chemical industries will be the major emphasis of this course.

PME 101 Internal Combustion Engine 5(2-6)
This course develops a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. A study is made of the construction and operation of components of internal combustion engines. Testing of engines terms, cooling systems, proper lubrication, and methods of testing are covered.

PME 102 Automotive Ignition Systems 5(2-6)
The study of different designs of ignition systems and the different tune-up procedures for these systems. Each component of each system is studied in depth. The proper use of testing equipment of the ignition system is stressed.

PME 103 Automotive Electrical Systems 4(2-4)
A thorough study of the automotive electrical system. Included are: the battery, cranking mechanism, generator (A-C & D-C), ignition, accessories and wiring. Proper testing procedures with the proper equipment is also studied.

PME 105 Small Engine Repair 4(2-6)
This course provides the student with a thorough introduction to the operation, maintenance, and repair of small gasoline engines. Topics covered include carburetion, ignition system, lubrication, routine maintenance, trouble-shooting, tune-up.

PME 111 Engine Rebuilding 4(1-6)
This course is designed to allow the automotive student to become familiar with milling, refitting, and refacing procedures used in engine overhauling, and proper overhaul procedures.

PME 112 Automotive Fuel Systems 5(2-6)
A study of the characteristics of fuel, types of fuel systems, carburetor fundamentals and the use of special tools and testing equipment for the fuel system.

PME 113 Automotive Wiring Diagrams 2(1-2)
This course covers interpretation and reading of blueprints, instruction and service manuals, and wiring diagrams.

PME 121 Automotive Brake Systems 3(1-4)
A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.

PME 123 Automotive Chassis and Suspension Systems 4(2-4)
This course covers the principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems is included. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment. Prerequisite: PME 102.

PME 124 Automotive Transmission and Power Train 7(3-8)
This course covers the principles and functions of automotive power train systems, clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials.. Identification of troubles, servicing, and repair is stressed. Prerequisites: PHY 1102, PME 123.

PME 195 Cooperative Education in Transportation Maintenance 1(0-10)
This is a work experience course in the Transportation Maintenance Program. The student may select a work experience related to his particular interest in the field of transportation maintenance.

PME 196 Cooperative Education in Transportation Maintenance 2(0-20)
This is a work experience course in the Transportation Maintenance Program. The student may select a work experience related to his particular interest in the field of transportation maintenance.

PME 197 Cooperative Education in Transportation Maintenance 3(0-30)
This is a work experience course in the Transportation Maintenance Program. The student may select a work experience related to his particular interest in the field of transportation maintenance.

PME 198 Cooperative Education in Transportation Maintenance 4(0-40)
This is a work experience course in the Transportation Maintenance Program. The student may select a work experience related to his particular interest in the field of transportation maintenance.

PME 201 Motor Vehicle laws and Regulations 3(3-0)
In order to assure a complete knowledge of the latest laws and regulations governing the automobile operation and automotive repair business operation, this course will delve deeply into such laws and regulations.

PME 202 Emission Control Systems 4(2-4)
This course is designed to give each student a complete knowledge of today's emission control systems including testing and overhaul of all major parts. The proper use of emission level testing equipment will also be covered.

PME 203 Advanced Ignition System 2(1-3)
This is a continuation of PME 102.

PME 204 VW Engines 3(0-6)
This course is for those students with an understanding of the basic gasoline engine and have a desire for further understanding and experience on the VW engine. This course will cover removal, installation, testing, overhaul, and modification of the VW engine.

PME 205 Disc Brakes 3(0-6)
In order to be completely up-to-date on the complex braking systems of today, the automotive students need a complete understanding of the latest disc brakes. This course is to give the student time in the lab to experiment and study all phases of disc brakes. With instructor guidance, each student on completion of this course will be able to test and overhaul disc brakes as found on the cars of today.

PME 206 Alternator-Starter Rebuilding 2(1-3)
This course through class and laboratory experiences, gives the student an understanding of design and overhaul procedures on the alternator and starter systems.

PME 208 Wankel Engine 4(1-6)
A study and comparison of the standard (reciprocating) engine and the Wankel (rotary) engine. Through class participation and practical shop practice each student will achieve a working knowledge of such points as trouble shooting, testing, adjustment, and major overhaul of the Wankel engine.

PME 209 Foreign Car Engines 3(0-6)
In this course the students will work with all types of foreign car engines ranging from the simple through the more complex and expensive. The emphasis will be placed on design and construction differences which exist between foreign and domestic engines

PME 210 Instruments, Gauges and Electrical Accessories 3(0-6)
This course will give each student a deeper understanding of the complex electrical systems in today's automobiles. Electrical accessories studied during this time will be power seats, power windows, windshield wipers and washers, engine gauges, and instrument testing and repair.

PME 215 The Diesel Engine 5(2-6)
This course is designed for the student with a working knowledge of the gasoline engine. This course expands his potential as a mechanic by giving him an understanding of the basic principles for maintenance and repair of diesel engines.

PME 223 Front Suspension, Alignment and Power Steering I 4(1-6)
Types and designs of front ends are studied in this course and a great deal of



practice in the lab on alignment procedures and equipment, front suspension overhaul, and power steering maintenance and overhaul is experienced.

PME 224 Advanced Automatic Transmission I 5(2-6)
This course is designed to provide an understanding of automatic transmissions. Instruction includes: classroom study, demonstrations, and student participation in disassembly, re-assembly, and testing of selected transmission. Special emphasis is placed on principles, function, construction, operation, servicing and "trouble-shooting" procedures and repair of various types of automatic transmission.

PME 240 Diagnosis and Testing I 6(2-8)
A thorough study of the theory and operation of various automobile electrical units and systems. Maintenance and testing procedures, diagnosis and repair of all types of electrical - electronic components, especially the transistor circuits, found on the modern automobile are covered.

PME 241 Diagnosis and Testing II 6(2-8)
A continuation of PME 240.

PME 250 Advanced Auto Fuel Systems 5(1-8)
A thorough study of the fuel systems of the automobile: fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel system are covered as well as exhaust and emission controls and servicing.

PME 1125 Automotive Servicing 6(3-9)
This course emphasizes the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble - shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing is stressed. Prerequisites: PME 123, PME 121, AHR 1101.

POL 201 American Federal Government 5(5-0)
This course is a study of the historical background and constitutional principles involved in our form of government, and analysis of the powers and functions of Congress, the executive, and the judiciary.

POL 202 American State and Local Goverment 5(5-0)
This course is a study of the political and constitutional status of state and local government in relation to the federal system.

PSY 102 Career Decisions 2(2-0)
This course aids the student in coordinating his abilities and interests in order to make meaningful educational and vocational choices, based on objective information. Recommended for students who are uncertain of their occupational choice and - or who desire experience in job-seeking skills. Opportunities offered by the college and community are investigated and evaluative tests are used.

PSY 201 Introduction to Psychology 5(5-0)
An introductory survey of the major characteristics of human behavior. How biological and socio-cultural factors interact to influence development, learning, motivation, perception, measurement, and pathological behavior is emphasized.

PSY 202 Human Development 5(5-0)
This course is a study of the physical, mental, and psychosocial development of man from infancy to adulthood with an emphasis on conceptual frameworks psychologists use to interpret behavior during the "stages" of the life cycle. Prerequisite: PSY 201 or permission of the instructor.

PSY 203 Abnormal Psychology 5(5-0)
This course is a study of the causes, systematic manifestations, and treatment of major personality deviations such as neuroses, psychoses, and mental deficiencies. Prerequisite: PSY 201 or permission of the instructor.

PSY 205 Educational Psychology 5(5-0)
This course is a study of the basic principles of psychology with an emphasis upon the learning process. The course provides and understanding of the applications of psychological principles to the educational process. It treats such topics as individual differences, principles of learning, transfer of training, and the nature of thinking and reasoning. Prerequisite: PSY 201 or permission of the instructor.

PSY 225 Psychology of Adjustment 5(5-0)
The study of the dynamic and positive princples involved in the process of adjustment and normal personality development. Application of these principles is emphasized, and active student participation is expected. Prerequisite: PSY 201 or permission of the instructor.

PSY 1101 Human Relations 3(3-0)
This course attempts to develop an understanding of human relationships through some of the basic principles of human psychology. The problems of the individual and his work situation are studied in relation to the established organization of modern business and industry and in relation to government practices and labor organization. Especially emphasized are the operating responsibilities of good management.

RDG 91 Developmental Reading 3(5-0)
A basic course which provides instruction and drill in the fundamental skills necessary for effective reading. Improvement in the student's sight word vocabulary and decoding and comprehension skills is sought.

RDG 92 Developmental Reading II 3(1-4)
Reading 92 bridges the gap between Reading 91 and Reading 101; however, all students would not need Reading 92. Reading 92 would be an interim course to carry a student from the exit level of Reading 91 to the entry level of Reading 101. The course would be taught three days a week with an additional two hours of lab required. Labs would be monitored by a lab assistant but structured by the teacher.

RDG 101 College Reading 3(3-0)
This course emphasizes development of reading ability in order to increase reading rates, develop power of comprehension, build vocabulary, and improve study skills. A reading laboratory is equipped with materials to aid students in achieving the course objectives. This course is a graduation requirement. Prerequisite: Satisfactory completion of RDG 91 or equivalent reading skill level as indicated on a placement test.

RDG 201 Methods, Materials, Techniques of Teaching Reading I 4(3 3)
Introduction to methods and materials available for the teaching of reading. Techniques for implementation of these procedures will be stressed.

RDG 202 Evaluation of Reading Programs 3(3-0)
Students will become knowledgable of the specifics of the Ginn 360 and other basic reading approaches. Emphasis will be placed on relative criteria to be used in evaluating reading programs.

RDG 203 Language Arts for Children 3(3-0)
A study of language arts as a part of daily living and functional in every activity and experience. Emphasis will be placed on the child learning skills in speaking, listening, reading and writing as he participates in many varied activities throughout the day.

RDG 204 Reading Seminar I 3(3-0)
Practical application of skills learned in other courses as student works under the supervision of teacher. Students will participate in periodic lectures by reading specialist.

RDG 205 Methods, Materials, Techniques of Teaching Reading II 4(3-3)
Effective teaching techniques used to direct learning in the elementary school are studied. Innovative form of organization and instruction are investigated. Prerequisite: RDG 201.

RDG 206 Reading Seminar II 3(3-0)
Practical application of skills learned in Reading TT Program as student works under the supervision of teacher. Students will participate in periodic lectures by reading specialist.

RDG 207 Reading in the Content Areas 4(3-3)
An exploration of the role of reading abilities in mastering content (mathematics, science, social studies, etc.) material. The student will be required to translate knowledge of reading and the reading process into lessons designed to teach "content." It is expected that the student will rely, in a large measure, upon the non-reading text books of the laboratory school for in-class work.

RDG 208 Reading for the Exceptional Child 3(3-0)
An exploration of selected teaching materials pertinent to the exceptional child.

RDG 210 Internship in a Public School Reading Program 4(0-40)
A course designed for the students to work in a reading classroom for five full days each week during the quarter. The student will be expected to demonstrate competencies acquired during previous course work. On-going supervision of the student will center upon techniques for incorporating knowledge of children, reading, the community and the school into a coherent instructional program of reading education. In addition to assisting with individual and small-group instruction, the student will be expected to provide some assistance in large-group instruction.

RDG 270 Phonics 2(2-0)
A study of basic phonics principles. Classroom instruction is aimed at teaching parents how they might help their primary or elementary age children who are taught to read using phonics methodology. Some emphasis is placed on remediation of phonics and comprehension skills.

REC 100 Environmental Perception 1(0-33)
This course is designed to give the student the basic knowledge and experience necessary to insure greater appreciation and understanding of the natural environment.

REC 101 Introduction to Outdoor Recreation 3(3-0)
Princples and problems involved in the utilization of our natural resources for recreation purposes are emphasized in this course. Emphasis is also placed on the role of outdoor recreation in local, state and federal agencies. The Bureau of Outdoor Recreation is investigated.

REC 103 Woodmanship and Camping 3(2-3)
This course deals with the proper clothing, equipment and safety in forested areas. Considerable emphasis is on personal and group safety, proper selection and use of outdoor tools and equipment and survival skills.

REC 110 Interpreting Our National Heritage 3(2-3)
This course introduces the student to the methods used to interpret our historic heritage and our natural resources. The methodology includes visits to national and state historic and natural areas and terminates with the student developing an interpreted program on some relevant topic.

REC 170 Field Training Outdoor Recreation 4(0-40)
This cooperaive work experience affords the student an opportunity to become actively involved in outdoor recreation experiences ranging from programming to maintenance. The student spends eleven weeks off campus in a departmentally selected location.

REC 180 Field Training Outdoor Recreation 4(0-40)
This cooperative work experience is optional and affords the student an increased opportunity to become more actively involved in outdoor recreation experiences ranging from programming to maintenance. The student may elect this course to further enhance his-her qualifications and experiences for possible future employment.

REC 200 Recreation for Special Populations 3(3-0)
This course is an analysis of leisure problems confronting disadvantaged individuals and groups. Specific attention is given to the unique characteristics of the disadvantaged, particularly the aged, physically handicapped, and mentally retarded.

REC 201 Park Maintenance and Operations I 5(3-4)
This course deals with job planning and scheduling; preventive, corrective and contractual maintenance in outdoor and indoor facilities. Special emphasis is placed on maintenance of indoor recreation and park facilities; plumbing, basic electricity and painting.

REC 202 Park Maintenance and Operations II 5(5-0)
This course prepares a student to become certified as a Class I Waste Water Treatment Operator in North Carolina.

REC 203 Park Maintenance and Operations III 5(3-4)
This course is a continuation of REC 201. Preventive maintenance is stressed in the outdoor maintenance of such areas as turfs, outdoor surfaces, athletic fields, roads, parking areas, litter and refuse, vandalism and the liability aspects of recreation maintenance.

REC 204 Environmental Education 3(2-3)
This course will focus on the fauna and flora of southeastern North Carolina and its relationship to man. Skills in campcraft and woodsmanship will also be covered with practical exercises in lab. Emphasis will be placed on outdoor laboratory design and construction for preschoolers. Program planning ideas on the outdoors will be discussed.

REC 206 Recreation Programming 4(3-2)
This course is a study of the essential elements and basic principles involved in the organization, supervision, promotion and evaluation of various types of outdoor recreation programs. Emphasis is on organized programs and services.

REC 207 Aquatic Management 3(3-0)
This course is concerned with the maintenance, supervision and operations of water oriented areas and facilities such as beaches, pools, small lakes, etc.

REC 209 Facility and Site Planning 5(3-6)
This course covers the history of park and recreation facility planning. Emphasis is placed upon the planning principles involved in the design and lay-out of outdoor recreation areas.

REC 210 Recreation Field Study Seminar (Guided Elective) 3(2-3)
The student gains experience in the field of recreation through visiting and - or working with a variety of recreation or related areas in North Carolina. Involves combination of tours, lectures, demonstrations, and on hand experiences with professional personnel. Sites are selected on relevancy to total curriculum.

REL 201 Survey of the Old Testament 5(5-0)
An historical survey of major events in the religious, socio-economic, and political development of the Hebrew people during the Old Testament period.

REL 202 Survey of the New Testament 5(5-0)
An historical survey of the origin, teachings, and formation of the New Testament.

REL 203 Contemporary Religious Thought 5(5-0)
An investigation of selected movements, men and ideas which have contributed significantly to the development of European and American religious traditions.

SCI 91 Fundamentals of Science 3(5-0)
A developmental course designed for those students with little preparation and/or poor aptitude for the biological and physical sciences. Application of appropriate study skills such as notetaking, reviewing, reading of science text, and learning through laboratory experimentation will be practiced as the student investigates selected topics from the biological and physical sciences.

SOC 101 Enhancing Family Relationships 3(3-0)
This course emphasizes self-esteem, communication skills, and responsible behavior as enhancements to healthy, enjoyable, family relationships. The course structure is informal class discussion with relevant reaction papers assigned. The socialization process is analyzed in terms of wife-husband, child-parent role fulfillments, with special consideration given marriage enrichment and how-to parent theories.

SOC 151 Human Potential Growth Group 3(3-0)
The Human Potential Growth Group is a structured small group experience founded on the assumption that something is right within you. In contrast to traditional group therapy which assumes that something is wrong, it is believed that healthy persons can most effectively develop their own potential by working from a positive base. During the group experience, the student will be working toward four goals: self-affirmation, self-determination, self-motivation, and emphatic regard for the other people. Throughout the process, the emphasis is on positive and constructive feedback and self-awareness.

SOC 201 Introduction to Sociology 5(5-0)
This course is a study of the fundamental principles and concepts of sociology. Contemporary American institutions in relation to technological change, ethnic groups, population trends and social influences are the focus of the course.

SOC 202 Marriage and the Family 5(5-0)
This course is a study of the family as a social institution — its origins and development, its forms and functions, the interrelation with other social institutions, and its role in contemporary civilization. Congruently, sex roles, socialization, and factors contributing to or mitigating against successful marriages are explored.

SOC 225 Modern Social Problems 5(5-0)
Through examination of existent research and research conducted by the students themselves, this course explores sociocultural change and analyzes today's major social problems. A brief historical review of the origins of these problems is presented.

SPA 101 Elementary Spanish 4(3-2)
A study of basic Spanish grammar. Aural-oral ability of students will be developed along with reading of texts and writing exercises.

SPA 102 Elementary Spanish 4(3-2)
A continuation of SPA 101.

SPA 103 Elementary Spanish 4(3-2)
A continuation of SPA 102.

SPA 201 Intermediate Spanish 4(3-2)
A systematic review of Spanish grammar in conjunction with reading Spanish texts concerning Spanish civilization and culture. Special emphasis is placed on the development of reading comprehension. Prerequisite: SPA 103 or a minimum of two high school units of Spanish.

SPA 202 Intermediate Spanish 4(3-2)
A continuation of SPA 201.

SPA 203 Intermediate Spanish 4(3-2)
A continuation of SPA 202.

SPA 211 Advanced Spanish 4(3-2)
The first in a sequence of courses conducted in the language, stressing the Spanish and Hispanic culture and history, principally as reflected in the literature. Selections from Spanish literature from El Cid to the present and major authors from South and Central America are covered. Prerequisite: SPA 203 or permission of instructor.

SPA 212 Advanced Spanish 4(3-2)
A continuation of SPA 211.

SPA 213 Advanced Spanish 4(3-2)
A continuation of SPA 212.

WLD 1000 Oxyacetylene Welding 3(1-5)
This course covers the basic principles of oxyacetylene-welding, with a special emphasis on the severing of metals by the oxyacetylene process. Safety aspects of welding are stressed through the course.

WLD 1001 Arc Welding (Straight Polarity) 3(1-5)
This course covers polarities, heats, electrodes as well as manipulative skills. Manual welding is for the student who likes to work with his hands as well as the beginning student and the person who is already working in the field and wishes to upgrade his skill. Safety aspects of welding are stressed throughout the course.

WLD 1002 Arc Welding (Reverse Polarity) 3(1-5)
This course is designed to develop proficiency in the welding process. Instruction is given in running beads in flat, vertical, overhead and horizontal positions. The welding of structural shapes used in modern construction is emphasized. Safety aspects of welding are stressed throughout the course.

WLD 1003 Arc Welding (Low Hydrogen 3(1-5)
This course covers structural welding using a low hydrogen electrode. It is beneficial to students who plan to enter the construction field, as well as to students who plan to enter other fields and to professionals wishing to upgrade their welding skills. Safety aspects of welding are stressed throughout the course.

WLD 1004 Inert Gas Shield Welding ("TIG" Process) 3(1-5)
This course covers the practical skills and the theory of the tungsten inert gas welding process, also called heliarc welding. It is beneficial to the beginning welding student as well as to the professional wishing to upgrade his-her skills. Safety aspects of welding are stressed throughout the course.

WLD 1005 Inert Gas Welding ("MIG" Process) 3(1-5)
This course covers the practical skills and the theory of the inert gas shielded, mechanically fed, consumable wire electrode. This process is becoming increasingly utilized where speed of production is required in sheet metal, aluminum, stainless steel, and some of the exotic metals. Practical application of the process is therefore highly stressed in the course with these metals, and safety is underscored.

WLD 1006 Pipe Welding 3(1-5)
This course covers the welding of pipes in fixed positions using 'stick' electrodes as outlined in Section IX of the ASME Code.

WLD 1007 Advanced Pipe Welding Techniques 3(1-5)
This course is designed to prepare the advanced welding student to qualify in the field of industrial pipe welding. Carbon steel, aluminum, and stainless steel applications are emphasized. Prerequisite: WLD 1006 or equivalent.

WLD 1008 Certification Practices 3(1-5)
This course is designed to cover certification standards. The student uses various tests such as: the guided bend, dye penetrant, tensile strength, free bend and other prescribed by the American Welding Society's state and federal codes. The American Society for Testing Materials standards are also used. Prerequisites; WLD 1006 and WLD 1007.

WLD 1101 Basic Arc & Gas Welding 1(0-3)
Welding demonstrations by the instructor and practice by the students in the welding shop is the focus of this course. Safe and correct methods of assembling and operating the welding equipment are covered. Practice for surface welding: bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work is provided as well. Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.

WLD 1104 Basic Welding and Cutting 3(2-3)
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding and flame cutting. Emphasis will be on electric arc and gas welding methods applicable to mechanical repair work. Bronze welding and silver soldering will also be covered.

WLD 1105 Auto Body Welding 1(0-3)
Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Safety procedures are emphasized throughout the course. Prerequisite: WLD 1101.

WLD 1120 Oxyacetylene Welding and Cutting 8(3-15)
This course introduces the student to the history of oxyacetylene welding, the princples of welding and cutting, nomenclature of the field, and to the assembly of units. Welding procedures covered are: puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, braxing, and hard and soft soldering. Students are required to inspect and test the quality of the welds. Safety is stressed throughout the course.

WLD 1121 Arc Welding 8(3-15)
This course covers the operation of AC transformers, and DC motor generator arc welding sets. Included are: welding heats, polarities and electrodes used in joining various metal alloys by arc welding. When the student is proficient in running beads, butt and fillet welds made in all positions are tested by the student himself for qualify. Safety is stressed throughout the course.

WLD 1122 Commercial and Industrial Practices 8(3-15)
This course is designed to build skills through practice in simulated industrial processes and techniques. Maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection are covered.

WLD 1123 Inert Gas Welding 5(2-9)
This course is an introduction to the practical application of inert-gas shield arc welding. Included are: equipment operation, practice in various positions, principles of operations, shielding gases, filler rods, process variations and applications, and manual and automatic welding.

WLD 1124 Pipe Welding 7(3-12)
This course is designed to provide practice in the welding of pressure piping in the horizontal, vertical and horizontal fixed positions using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

WLD 1125 Certification Practices 6(3-9)
This course covers welding the various materials requisite to the meeting of certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. The production of quality welds is emphasized.

WLF 206 Wildlife Science 4(3-3)
This course is an introduction to wildlife biology. Topics covered include the interaction between wildlife and man, the manipulation of wildlife habitat, characteristics of wildlife populations, and the life cycles and management of selected wildlife species. Labs include field trips to various management areas and talks by wildlife managers.





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Whiteville, N.C.

Diploma Programs

The major aims of the occupational diploma programs at Southeastern Community College are to train skilled craftsmen to successfully meet the need created by technological advancement and to provide related areas of study which equip the student with the ability to develop and understanding of the American free enterprise system and an appreciation for a broader social outlook. At least six quarter hours are required in the areas of communications skills, applied sciences, and applied social science.

WELDING CERTIFICATE

Program Justification

The welding curriculum is designed to provide instruction and training through a short term program for adults not able to participate in the full-time welding diploma program.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles/Employment Possibilities

Welder: pipe-welder; welder fitter; specialist welder; welding supervisor; welding analyst; welding technician; inspector's assistant; inspector; welding foreman; welding positions in industries such as ship building; automotive; aircraft; guided missiles; railroads; construction; pipe-fitting; production shop; and job shop.

Program Description

Oxyacetylene welding and cutting, arc welding, and inert gas welding are introduced in this program; and practical experience with these forms of welding is stressed. Instruction and experience with these forms of welding is stressed. Instruction and experience in pipe-welding are also provided. Blueprint reading and template design are an essential part of a welder's education and these are stressed in the welding certificate program.

REQUIRED CURRICULUM

			Credits
BPR	1104	Blueprint Reading	2(1-2)
BPR	1117	Blueprint Reading	2(1-2)
BPR	1118	Pattern Development and Sketching	2(1-2)
ORI	100	Freshman Orientation	1(1-0)
WLD	1000	Oxyacetylene Welding and Cutting	3(1-5)
WLD	1001	Arc Welding (Straight Polarity)	3(1-5)
WLD	1002	Arc Welding (Reverse Polarity)	3(1-5)
WLD	1003	Arc Welding (Low Hydrogen)	3(1-5)
WLD	1004	Inert Gas Shield Welding (TIG)	3(1-5)
WLD	1005	Inert Gas Shield Welding (MIG)	3(1-5)
WLD	1006	Pipe Welding	3(1-5)
WLD	1007	Advanced Pipe Welding Tec.	3(1-5)
WLD	1008	Certification Practice	3(1-5)
			34(13-51)

Total Credit Hours Required: 34

AIR CONDITIONING AND REFRIGERATION DIPLOMA

Program Justification

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new buildings constructed for business and commercial use have all-year comfort systems. Many homes now have air conditioning, and the trend is definitely in the direction of more all-year systems for cooling and heating. The trend is equally an upward one for refrigeration systems. The improvement of air conditioning and refrigeration systems requires trained persons to install, operate, maintain, and service the complex equipment involved in these systems.

Entrance Requirements

The program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles/Employment Possibilities

Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal, and refrigeration installation and service. The serviceman is employable in areas of sales, maintenance, installation.

Program Description

The program is designed to train the student in the skills required by the air conditioning and refrigeration areas. These include installation, inspection, maintenance and repair of equipment, connection of motors, compressors, temperatures controls, humidity controls and circulating fans to control panels, testing of systems, observation of pressure and vacuum gauges, and adjustments of control to insure proper operation.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
AHR	1121	Principles of Refrigeration	6(4-6)
MAT	1101	Fundamentals of Mathematics	5(5-0)
ENG	1101	Communication Skills	5(5-0)
ELC	1102	Applied Electricity	6(4-6)
			23(19-12)

		2nd Quarter	Credits
AHR	1122	Domestic & Commercial Refrig.	6(4-6)
MAT	1102	Fundamentals of Algebra	3(3-0)
AHR	1128	Automatic Controls	5(3-6)
BPR	1104	Blueprint Reading	2(1-2)
			16(11-14)

		3rd Quarter	Credits
AHR	1123	Principles of Air Conditioning	10(5-15)
BPR	1116	Blueprint Reading/Air Conditioning	2(1-3)
PSY	1101	Human Relations	3(3-0)
			15(9-18)

		4th Quarter	Credits
AHR	1124	Air Conditioning & Ref. Servicing	5(3-6)
AHR	1126	All-Year Comfort Systems	5(3-6)
MEC	1120	Duct Construction & Maintenance	5(3-6)
BUS	1103	Small Business Operations	3(3-0)
			18(12-18)

Total Credit Hours Required: 72

AUTOMOTIVE BODY REPAIR DIPLOMA

Program Justification

The field of automobile body repair and painting is growing rapidly. As a result of this growth there is a tremendous demand for well-trained, skilled individuals who can work in all phases of auto body repair.

Entrance Requirements

This program requires a high school diploma or its equivalent. However, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles/Employment Possibilities

Employment opportunities are excellent in the rapidly growing field of auto body repair. Independent repair shops or those which are part of automobile dealer service departments provide many employment opportunities. Many graduates, after gaining experience and developing their skills, open their own repair business.

Program Description

The field of automobile body repair and painting needs many more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on-the-job situations. The practical experience and related training provide an ideal way to prepare the student for entry into an occupation that offers many job opportunities.

REQUIRED CURRICULUM

		1st Quarter	Credits
AUT	1111	Auto Body Repair I	9(4-15)
ENG	1101	Communication Skills	5(5-0)
MAT	1101	Fundamentals of Math	5(5-0)
PME	113	Automotive Wiring Diagrams	3(3-0)
ORI	100	Freshman Orientation	1(1-0)
			23(18-15)

		2nd Quarter	Credits
AUT	1112	Auto Body Repair II	9(4-15)
PHY	1101	Applied Science I	4(3-2)
WLD	1101	Basic Arc and Gas Welding	1(0-3)
PSY	1101	Human Relations	3(3-0)
WLD	1105	Auto Body Welding	1(0-3)
			18(10-23)

		3rd Quarter	Credits
AUT	1113	Metal Finishing & Painting	7(3-12)
AUT	1115	Trim and Glass Installation	5(2-9)
AHR	101	Automotive Heating & Air Cond.	4(2-4)
PHY	1102	Applied Science II	4(3-2)
			20(10-27)

		4th Quarter	Credits
AUT	1114	Body Shop Applications	10(3-21)
BUS	1103	Small Business Operations	3(3-0)
			13(6-21)

Total Credit Hours Required: 74

AUTOMOTIVE MECHANICS DIPLOMA

Program Justification

The technology of automotive vehicles changes each year. There is a need for trained transportation maintenance technicians who have a broad understanding of the principles of automotive mechanics as well as specialized expertise so they can readily adapt to technological changes and new techniques required in servicing and repair.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles/Employment Possibilities

The transportation maintenance technician has a knowledge of laboratory procedures in automotive and associated areas. He/she is capable of operating laboratory equipment and instruments to perform a variety of tests on materials and equipment. Included also may be performance testing of new materials and equipment. The diagnostician, with use of instruments, can locate automotive or electrical defects and arrange for repair. He/she often records data that are required, writes reports and makes recommendations.

Program Description

The program is designed to train the student in the specific skills required to inspect, diagnose, repair and adjust automotive vehicles. Key principles involved in the operation of the modern automobiles are explored in a classroom setting, in discussion groups, and, of course, in shop. The program is designed according to the "career ladder" approach; the student who chooses to obtain a one-year diploma will take the first four quarters listed in the curriculum below. Students wishing at that time or at a later time to continue in transportation maintenance technology may complete the last four quarters, and receive an Associate in Applied Science Degree, provided a "C" average has been maintained. See Transportation Maintenance Technology.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
PME	102	Automotive Ignition Systems	5(2-6)
PME	112	Automotive Fuel Systems	5(2-6)
ENG	1101	Communication Skills	5(5-0)
MAT	1101	Fundamentals of Mathematics	5(5-0)
			21(15-12)

		2nd Quarter	Credits
PME	101	Internal Combustion Engines	5(2-6)
PME	111	Engine Rebuilding	4(1-6)
PHY	1101	Applied Science I	4(3-2)
PSY	1101	Human Relations	3(3-0)
WLD	1101	Basic Gas Welding	1(0-3)
			17(9-17)

		3rd Quarter	Credits
PME	121	Automotive Brake Systems	3(1-4)
PME	123	Automotive Chassis & Susp. Systems	4(2-4)
PME	103	Automotive Electrical Systems	4(2-4)
AHR	101	Automotive Heating & Air Conditioning	4(2-4)
PHY	1102	Applied Science II	4(3-2)
			19(10-18)

		4th Quarter	Credits
PME	124	Automotive Transmission & Power Trains	7(3-8)
PME	1125	Automotive Servicing	6(3-9)
BUS	1103	Small Business Operations	3(3-0)
			16(9-17)

Total Credit Hours Required: 73

CARPENTRY AND CABINETMAKING DIPLOMA

Program Justification

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Program Description

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

The modern carpenter will work on new construction, as well as maintenance, and repair of many types of structures, both residential and commercial. He will have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Related Job Titles/Employment Possibilities

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, accoustical and insulating carpenter, and finish carpenter.

REQUIRED CURRICULUM

		1st Quarter	Credits
MAT	1101	Fundamentals of Mathematics I	5(5-0)
BPR	1110	Blueprint Reading/Building Trades	1(0-3)
CAR	1101	Carpentry	8(3-15)
ORI	100	Freshman Orientation	1(1-0)
			15(9-18)

		2nd Quarter	Credits
ENG	1101	Communication Skills	5(5-0)
MAT	1103	Geometry for Vocational Students	3(3-0)
BPR	1111	Blueprint Reading & Sketching	1(0-3)
CAR	1102	Carpentry: Millwork & Cabinet Making	8(3-15)
			17(11-18)

		3rd Quarter	Credits
PSY	1101	Human Relations	3(3-0)
CAR	1103	Carpentry: Framing	8(3-15)
CAR	1113	Carpentry: Estimating	4(3-3)
			15(9-18)

		4th Quarter	Credits
CAR	1114	Building Codes	3(3-0)
BUS	1103	Small Business Operations	3(3-0)
CAR	1104	Carpentry: Finishing	9(3-18)
			15(9-18)

Total Credit Hours Required: 62

CHILD CARE WORKER DIPLOMA

Program Justification

Changes within our society are creating demands for more parents with dual roles and more persons prepared for employment in child care services. These services include the care, guidance, and nurturing of young children to help meet their social, emotional, intellectual, and physical needs. Services should be provided to assist adults in parenting of their children; to provide programs for stimulating growth and learning; and to prepare personnel to operate them.

Entrance Requirements

This program requires a high school diploma or its equivalent. The student must express a desire to work with young children, have patience, display warmth, and a certain amount of flexibility.

Related Job Titles/Employment Possibilities

Persons graduating from the Child Development Program may be employed in public or private day care centers, nursery schools, child development centers, preschool programs for exceptional children, or family day care homes.

Program Description

The main objective of the Child Care Worker Program is to prepare students to work in a variety of settings that involve the care and guidance of young children. This includes concern for the mental, social, physical, and emotional growth and development of the child. The Child Development Center, located on campus, is utilized to provide students with the opportunity to apply the knowledge they have learned in everyday situations. Opportunity is given for students to work directly with children and to plan an effective preschool program.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ENG	1101	Communication Skills	5(5-0)
CDE	118	Child Development for Day Care Workers	3(3-0)
CDE	104	Foods for Children	4(3-2)
CDE	119	Introduction to Early Childhood Education	4(3-2)
CDE	102	Rhythmic Activities and Creative Expression	4(3-2)
			21(18-6)

		2nd Quarter	Credits
CDE	120	Curriculums for Child Care Centers	5(3-5)
CDE	121	Home & Community Influences on Children	4(3-2)
CDE	106	Science-Preschoolers	4(3-2)
CDE	122	Working with the Young Child with Problems	3(3-0)
MAT	91	Arithmetic Refresher	3(5-0)
			19(17-9)

		3rd Quarter	Credits
CDE	110	Creative Activities for Young Children	5(3-5)
CDE	123	Language Development in Children	4(3-2)
CDE	124	Books for Children	4(3-2)
CDE	125	Administration and Supervision in a Preschool Facility	3(3-0)
			16(12-9)

		4th Quarter	Credits
CDE	114	Internship in a Preschool	2(0-20)
HED	206	First Aid and Safety	3(3-0)
CDE	112	Child Guidance	3(3-0)
		Elective	5(5-0)
			13(11-20)

Coop. Ed. CDE 114
Total Credit Hours Required: 69

COSMETOLOGY DIPLOMA

Program Justification

The cosmetology field has grown in recent years. The chemical sophistication of cosmetics as well as the growing demand for cosmetological services for both sexes has increased the need for trained cosmetology specialists.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles/Employment Possibilities

Doors to 45 fascinating careers and opportunities are open to the trained cosmetologist:

Permanent Wave Technician
Hair Stylist
Wig Stylist
Hair Coloring Technician
Electrologist
Salon Owner
Salon Manager
Cosmetology Instructor
Education Director
for Manufacturers
Merchandising Field
Scientific Field
Writing Field

Passing through any one of these doors presents an opportunity for a lifetime career in some facet of the dynamic and glamourous fields of beauty culture.

Program Description

Instruction is provided in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting, and hair styling. Graduates of the program are eligible to apply to the State Board of Cosmetics Arts to become registered cosmetologists.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
COS	1101	Introduction to Cosmetology	5(5-0)
COS	1102	Mannequin Practice	10(0-30)
			16(6-30)
		2nd Quarter	**Credits**
COS	1103	Basic Theory I	5(5-0)
COS	1104	Practical Skills I	9(0-25)
ENG	1101	Communications Skills	5(5-0)
			19(10-25)
		3rd Quarter	**Credits**
COS	1105	Basic Theory II	5(5-0)
COS	1106	Practical Skills II	9(0-25)
BUS	220	Human Relations in Business or	3(3-0)
PSY	1101	Human Relations	3(3-0)
			17(8-25)
		4th Quarter	**Credits**
COS	1107	Salon Management	5(5-0)
COS	1108	Advanced Hairdressing	10(0-30)
			15(5-30)
		Optional	
		5th Quarter	**Credits**
COS	1199	Basic Skill Review	9(0-25)
			9(0-25)

Total Credit Hours Required: 76

ELECTRICAL INSTALLATION AND MAINTENANCE DIPLOMA

Purpose of Curriculum

The rapid expansion of the national economy and the increasing development of new electrical products are providing a growing need for qualified people to install and maintain electrical equipment.

This curriculum will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals.

Entrance Requirements

High School diploma or equivalent is desired; however, students not meeting this requirement may be accepted as special students.

Job Description

The graduate of the electrical program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in our school.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ELC	112	Direct and Alternating Current	10(5-15)
MAT	1101	Fundamentals of Mathematics I	5(5-0)
ENG	1101	Communication Skills	5(5-0)
			21(16-15)
		2nd Quarter	**Credits**
ELC	113	AC-DC Machines and Controls	9(5-12)
ELN	101	Instruments and Measurements I	2(1-2)
MAT	1102	Fundamentals of Algebra	3(3-0)
BPR	110	Blueprint Reading and Sketching I	2(1-2)
			16(10-16)
		3rd Quarter	**Credits**
ELC	114	Residential Wiring	8(5-9)
ELN	108	Industrial Electronics I	5(3-6)
PSY	1101	Human Relations	3(3-0)
BPR	113	Blueprint Reading and Sketching II	2(1-2)
			18(12-17)
		4th Quarter	**Credits**
ELC	115	Commercial and Industrial Wiring	9(5-12)
BUS	1103	Small Business Operations	3(3-0)
ELN	109	Industrial Electronics II	5(3-6)
			17(11-18)

Total Credit Hours Required: 72

ELECTRONICS SERVICING Diploma

Within recent years improved electronic techniques have provided expanded entertainment and educational facilities in the form of monochrome and color television, frequency modulated radio, high fidelity amplifier, stereophonic sound equipment, and telephone and radio communications. These developments require expanded knowledge and skill of the individual who would qualify as a competent and up-to-date electronics serviceman.

This curriculum provides a training program which will provide the basic knowledge and skills involved in the installation, maintenance and servicing of radio television and sound amplifier systems, and industrial electronics and communications. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

An electronic serviceman may be required to install, maintain and service amplitude modulated and frequency modulated communications equipment, radios, transistorized radios, monochrome and color television sets, intercommunication, public address and paging systems, high fidelity and stereophonic amplifiers, record players and tape recorders, or perform in industry as a communications or electronics serviceman in repairing, servicing and installing electrical and electronics equipment, or he may work in inspection or quality control.

Entrance Requirements

High school diploma or its equivalent is required; however, students not meeting this requirement may be accepted as special students.

REQUIRED CURRICULUM

		1st Quarter	Credits
MAT	1101	Fund. of Math I	5(5-0)
ENG	1101	Comm. Skills	5(5-0)
ELC	1112	Direct and Alternating Current	10(5-15)
			20(15-15)
		2nd Quarter	**Credits**
MAT	1102	Fund of Math II	3(3-0)
ELN	1122	Vacuum Tubes & Circuits	7(4-8)
ELN	1126	Transistor Theory & Circuits	9(5-10)
			19(12-18)
		3rd Quarter	**Credits**
ELN	1127	Television Circuits & Servicing (B&W)	10(5-12)
ELN	1125	Radio Receiver Servicing	4(2-6)
PSY	1101	Human Relations	3(3-0)
			17(10-18)
		4th Quarter	**Credits**
ELN	1131	Television Servicing (Color)	10(5-15)
BUS	1103	Small Business Operations	3(3-0)
			13(8-15)

Total required hours 69

INDUSTRIAL MAINTENANCE-ELECTROMECHANICAL DIPLOMA

Purpose of Curriculum

The curriculum in Industrial Maintenance-Electromechanical is designed to prepare students to repair and maintain machinery; electrical wiring and fixtures; and hydraulic and pneumatic devices found in industrial establishments. Courses in the program provide training in the basic knowledge, fundamentals, and practices involved in industrial maintenance. Special emphasis is given to laboratory and shop instruction which is designed to give the student practical knowledge in the application of fundamentals taught in the classroom.

Entrance Requirements

High school diploma or equivalent is required; however, students not meeting this requirement may be accepted as special students.

Job Description

The graduate of this program should be prepared to enter employment in an industrial maintenance capacity in any of a variety of industrial plants. The industrial maintenance program person may be required to install, maintain, and service mechanical equipment such as machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices. Proficiency in interpreting blueprints, using hand tools, and use of measuring and testing instruments are some of the skills which will be used by the industrial maintenance graduate. In addition, he will be able to troubleshoot and repair electrical circuits and components, hydraulic equipment, and industrial plumbing systems.

REQUIRED CURRICULUM

		1st Quarter	Credits
ELC	1112	Direct & Alternating Current	10(5-15)
DFT	1104	Blueprint Reading: Mechanical	2(1-2)
MAT	1101	Fundamentals of Math	5(5-0)
			17(11-17)

		2nd Quarter	Credits
PLU	1110	Plumbing Pipework	6(3-9)
ENG	1101	Communication Skills	5(5-0)
MAT	1103	Geometry for Vocational Students	3(3-0)
WLD	1104	Basic Welding and Cutting	3(2-3)
			17(13-12)

		3rd Quarter	Credits
MEC	1133	Electrical & Mechanical Maint.	5(3-6)
AHR	1121	Principals of Refrigeration	6(4-6)
PLU	1126	Hydraulic Systems — Plumbing	3(2-3)
PSY	1101	Human Relations	3(3-0)
			17(12-15)

		4th Quarter	Credits
ELC	1113	AC/DC Machines & Controls	9(5-12)
MEC	1102	Duct Construction & Maintenance	2(1-3)
BUS	1103	Small Business Operations	3(3-0)
ELN	1119	Industrial Electronics	2(1-3)
			16(10-18)

Total Credit Hours Required: 67

PLUMBING AND PIPEFITTING DIPLOMA

Program Justification

Plumbers are the craftsmen who install pipe systems which carry water, steam, air, or other liquids or gases needed for sanitation, heating, industrial production, and various other uses. During the past decade, there has been a steady increase in the demands for these craftsmen. As building construction continues to increase, this demand for plumbers will also increase.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Program Description

The curriculum in plumbing and heating is designed to train the individual to enter this occupation with the knowledge and basic skills that will enable him to perform effectively. Courses in plumbing practices and heating are included to provide practical experience as well as the theoretical information that one must know to advance and keep up-to-date with innovations. Other courses in communication skills, physics, human relations, and business operations are provided to assist the individual in occupational growth.

Related Job Titles/Employment Possibilities

Opportunities for plumbers and pipefitters may be found with plumbing and pipefitting contractors in new building construction. A substantial proportion of plumbers are self-employed or work for plumbing contractors doing repair, alteration, or modernization work. Some plumbers install and maintain pipe systems for government agencies and public utilities, and some work on the construction of ships and aircraft. Pipefitters, in particular, are employed as maintenance personnel in the petroleum, chemical, and food-processing industries.

REQUIRED CURRICULUM

		1st Quarter	Credits
ENG	1101	Communication Skills	5(5-0)
PHY	1101	Applied Science I	4(3-2)
DFT	1110	Blueprint Reading Building Trades	1(0-3)
MAT	1101	Fundamentals of Mathematics I	5(5-0)
PLU	1110	Plumbing Pipework	6(3-9)
ORI	100	Freshman Orientation	1(1-0)
			22(17-14)

		2nd Quarter	Credits
PHY	1102	Applied Science II	4(3-2)
DFT	1115	Blueprint Reading: Plumbing Trades	1(0-3)
PLU	1111	Domestic Water Systems	5(2-9)
PLU	1120	Low Pressure Steam Systems	4(2-6)
			14(7-20)

		3rd Quarter	Credits
PSY	1101	Human Relations	3(3-0)
PLU	1121	High Pressure Steam Systems	6(3-9)
WLD	1101	Basic Arc and Gas Welding	3(2-3)
PLU	1112	Installation of Plumbing Fixtures	6(3-9)
			18(11-21)

		4th Quarter	Credits
BUS	1103	Small Business Operations	3(3-0)
PLU	1126	Hydraulic Systems Plumbing	3(2-3)
PLU	1125	Industrial Piping	6(3-9)
PLU	1123	Hot Water and Panel Heating	5(3-6)
			17(11-18)

Total Credit Hours Required: 71

POTTERY PRODUCTION PROGRAM DIPLOMA

Program Justification

North Carolina's pottery making industry needs craftsmen producing quality work on a regular basis in order to supply the many craft shops in Eastern North Carolina. This program will prepare pottery makers who can function effectively in the field of pottery production, and will provide upgrading for the North Carolina pottery making industry.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Program Description

The Pottery Production Program is a four-quarter curriculum designed to prepare men and women for gainful employment or self-employment in pottery or pottery related fields. This curriculum takes the practical approach of correlating theoretical concepts of learning with manipulative skills.

Related Job Titles/Employment Possibilities

Craftsman, glazer, designer, mold-maker, slip-caster in ceramic industry.

REQUIRED CURRICULUM

		1st Quarter	Credit
ORI	100	Freshman Orientation	1(1-0)
CER	1101	Pottery I Ceramic Materials, Procedures and Techniques	14(8-18)
			15(9-18)

		2nd Quarter	Credits
ENG	1101	Communication Skills	5(5-0)
CER	1102	Pottery II Ceramic Materials, Procedures and Techniques	8(5-9)
CER	1105	Pottery Practicum I	5(0-15)
			18(10-24)

		3rd Quarter	Credits
BUS	1103	Small Business Operations	3(3-0)
CER	1103	Pottery III Ceramic Materials, Procedures and Techniques	8(5-9)
CER	1106	Pottery Practicum II	5(0-15)
			16(8-24)

		4th Quarter	Credits
CHM	100	Introduction to Modern Chemistry	1(1-0)
CER	1104	Pottery IV Ceramic Materials, Glaze Theory, Calculations, and Kiln Designs	8(5-9)
CER	1107	Pottery Practicum III	5(0-10)
		Elective (Humanities or Arts)	3(3-0)
			17(9-19)

Total Credit Hours Required: 66

PRACTICAL NURSING DIPLOMA

Program Justification

The health-care field has expanded greatly in the last few years. The nursing profession is an integral part of the health-care field and is demanding para-professional as well as professional (registered) nurses.

Entrance Requirements

The Practical Nursing Program is designed to be completed in four quarters. It is designed to accommodate seventeen students. Applicants must have completed high school requirements prior to registration day. Suggested high school subjects include: (1) biology, (2) chemistry, and (3) algebra. Applicants not having completed these courses may take them at SCC prior to admission to the nursing program. Preference is given to applicants maintaining a class standing in the top half of their high school graduating class. The prospective student will be permitted to take the Comparative Guidance and Placement test only once yearly. The required admission scores for the CGP are as follows:

Reading — National percentile of 34 or above
Year 2000 — National percentile of 20 or above
Math — National percentile of 20 or above
(Applicants must achieve the required Reading scores.)

Applicants may be considered for admission provided they achieve one of the scores in either Math or Year 2000 with the other score not below the 10th percentile and after persons meeting the minimum scores have been considered.

Application materials for the Practical Nursing Program should be completed and in the Admissions Office no later than April 15, for consideration for admission to the class beginning the following September. A completed application folder must include the following: (1) high school transcript; (2) college transcript (s) if applicant attended another college; (3) medical record; (4) dental record; (5) Comparative Guidance and Placement test scores; and (6) suitability statement from student's advisor if applicant is student at SCC. The applicant will assume the responsibility for assuring that these forms are in the folder. Medical and dental records must be mailed directly to the Admissions Office by the doctor.

Applicants will be interviewed and counseled regarding the results of the Comparative Guidance and Placement test. Those who fail to meet the established high school and/or CGP admission criteria will not receive further consideration for admission into the Practical Nursing Program. Applicants not meeting the established requirements will be counseled regarding other programs offered at SCC.

Applicants meeting the nursing admission requirements will be interviewed by the Nursing Admissions Committee. The acceptance or rejection of the applicant will be determined by the Nursing Admissions Committee.

The applicant will be required to provide evidence to the Nursing Department that he/she meets the conditions of physical and emotional health and physical capability on a level which would indicate the applicant's ability to provide safe nursing care to the public. This includes vision, hearing, and physical capability on a level acceptable with safe nursing care.

The Nursing Department will rule in individual cases of unusual medical problems as to the suitability of the applicant to provide safe nursing care.

Students who are not willing to attend clinical labs and adhere to hospital regulations as prescribed by the nursing curriculum, including time and place, will not be accepted into the program.

The Nursing Department operates within contracts that the college has with area hospitals for clinical experiences and will not knowingly accept a student that does not comply with area hospital standards.

Those students who have demonstrated a potential for nursing in previous admission may be given priority on readmission over a new applicant.

The Nursing Department reserves the right to dismiss from the program a student who presents problems in physical or emotional health that do not respond to appropriate treatment and/or counseling within a reasonable period of time. Further, a student may be dismissed if he/she demonstrates behavior which conflicts with safety essential to nursing practice.

The grading scale for the Practical Nursing Program is as follows:

A - 93 - 100
B - 85 - 92
C - 84 - 77
F - 76.99 or below

Clinical labs are evaluated as satisfactory or unsatisfactory. Students must pass in the clinical area in order to register for the following quarter regardless of theory grade. All nursing courses must be successfully completed each quarter before registering for the next quarter.

Attendance is essential. The student is responsible for all material covered and tests given in his/her absenses. Clinical absence shall not exceed two (2) and classroom absences shall not exceed three (3). Clinical days missed will have to be made up. Tests will be rescheduled at the convenience of the instructor. Excessive absences may constitute dismissal from the program. The nursing instructor must be notified before clinical lab begins if a student is unable to attend; failure to do so will constitute an unsatisfactory lab grade. Three (3) tardy days constitute one absence.

Students are required to wear regulation uniforms, name pins, white shoes, white hose, and cap while on clinical assignment. The uniform should touch the top of the knee. Uniforms must be clean and neat. A watch with second hand and plain washable band, bandage scissors, and pen with black ink are required. Hair must be neat. It should be styled off the collar and close to the head. If worn, earrings must be simple and discreet. Cosmetics should be worn sparsely if at all.

Students are required to purchase liability malpractice insurance. The forms will be furnished on acceptance into the program. The policy number must be on file in the Director's office prior to clinical assignment.

Transportation to and from clinical labs will be provided by the student.

Since Practical Nursing Education Programs vary from school to school in both content and sequence of courses, SCC's policy is to accept students only in the fall quarter.

Related Jobs/Employment Possibilities

Practical Nurse. The practical nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinic, doctors' and dentists' offices and in some localities, public health facilities. In all situations the practical nurse functions under supervision of a registered nurse and/or licensed physician. The practical nurse may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Program Description

The Practical Nursing program is accredited by the North Carolina Board of Nursing. Graduates of this program will be eligible to take the State Board Test Pool Licensing Examination for registration as a Practical Nurse.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
NUR	1101	Fundamentals of Practical Nursing I	9(7-6)
NUR	1110	Anatomy and Physiology	5(5-0)
NUR	1111	Nutrition	5(5-0)
ENG	1103	Language Skills Practical Nursing	5(5-0)
			25(23-6)

		2nd Quarter	Credits
NUR	1102	Fundamentals of Practical Nursing	6(5-3)
NUR	1112	Maternity Nursing	7(5-6)
NUR	1103	Medical-Surgical Nursing I	6(4-6)
			19(14-15)

		3rd Quarter	Credits
NUR	1104	Medical-Surgical Nursing II	8(5-9)
NUR	1114	Pediatric Nursing	7(4-9)
NUR	1115	Pharmacology I	4(4-0)
			19(13-18)

		4th Quarter	Credits
NUR	1116	Pharmcology II	4(4-0)
NUR	1105	Medical-Surgical Nursing III	14(6-24)
			18(10-24)

Prerequisite: Student must successfully pass all nursing courses each quarter before registering for the next quarter.
Total Credit Hours Required: 81

VETERAN FARM AGRICULTURAL PROGRAM DIPLOMA

Program Description

This program is designed for veterans who farm or are engaged in agriculture employment. Only those veteran students who are engaged in suitable agriculture employment will qualify for VA benefits. If a student fails to continue to meet the agricultural employment requirement, his eligibility will be terminated. The program utilizes a "career ladder" approach. This means that the student may pursue either a Diploma, or with the addition of several courses to the Diploma curriculum, he may obtain an Associate in Applied Science degree.

Entrance Requirements

The Veteran Farm Agriculture Program is open to anyone desiring to further his education in the area of agriculture. Those persons desiring VA benefits must receive their principal source of income from farming. This criteria will be evaluated by an on-site visit to determine VA eligibility.

Program Justification

Rapid social and technological change has had many repercussions on agriculture. This program allows the veteran farmer to continue farming and at the same time to update his knowledge of agriculture and relevant skills. The importance of this program in a rural, primarily agricultural economy cannot be overstressed.

REQUIRED CURRICULUM

		1st Quarter	Credits
AGR	100	Farm Pond Development	1(1-0)
AGR	101	Farm Tractor I	3(2-3)
AGR	102	Farm Business Management	2(2-0)
AGR	104	Beef & Swine Production	2(2-0)
			8(7-3)

		2nd Quarter	Credits
AGR	107	Farm Tractors II	4(5-3)
AGR	123	Horticulture	2(2-0)
			6(7-3)

		3rd Quarter	Credits
AGR	107	Farm Accounting & Records	2(2-0)
AGR	109	Soil Science & Forage Crops	2(2-0)
AGR	125	Cabinetmaking & Repair	3(2-3)
MAT	191	Metric System	1(1-0)
			8(7-3)

		4th Quarter	Credits
AGR	124	Plant Propagation & Identification	1(1-0)
AGR	134	Tobacco Production	2(2-0)
AGR	114	Agriculture Electrification	3(2-3)
AGR	131	Soybean Production	2(2-0)
			8(7-3)

		5th Quarter	Credits
AGR	156	Farm Welding	3(2-3)
AGR	111	Feeds and Feeding	2(2-0)
AGR	113	Wildlife Management	2(2-0)
AGR	115	Farm Service Agency	1(1-0)
			8(7-3)

		6th Quarter	Credits
AGR	136	Agricultural Math	1(1-0)
AGR	130	Pesticides	2(2-0)
AGR	132	Livestock Diseases & Parasites	2(2-0)
AGR	122	Farm Machinery Repair & Maintenance I	3(2-3)
			8(7-3)

		7th Quarter	Credits
AGR	128	Farm & Home Construction	3(2-3)
AGR	121	Weed Identification & Control	2(2-0)
AGR	135	Agriculture Law	2(2-0)
AGR	140	Vegetable Production	1(1-0)
			8(7-3)

		8th Quarter	Credits
AGR	138	Farm Records & Taxes	2(2-0)
AGR	139	Fertilizers & Lime	2(2-0)
AGR	158	Farm & Home Construction II	3(2-3)
AGR	162	Farm Marketing	1(1-0)
			8(7-3)

		9th Quarter	Credits
AGR	144	Opportunities in Agriculture Business	1(1-0)
AGR	133	Farm Water & Plumbing Systems I	3(2-3)
AGR	110	Animal Science	2(2-0)
AGR	117	Grain Crops & Animal Feed	2(2-0)
			8(7-3)

		10th Quarter	Credits
AGR	153	Farm Water & Plumbing Systems II	3(0-5)
AGR	141	Surveying	3(2-3)
			6(2-8)

		11th Quarter	Credits
AGR	137	Home Appliance Repair	4(2-3)
AGR	143	New Sources of Farm Income	2(2-0)
AGR	163	Seed Production	2(2-0)
AGR	164	Community Leadership	1(1-0)
			9(7-3)

		12th Quarter	Credits
AGR	171	Farm Insurance	2(2-0)
AGR	172	Outdoor Recreation	1(1-0)
AGR	173	Forest Farm Management	2(2-0)
AGR	174	Botany	3(2-3)
			8(7-3)

Total Credit Hours Required: 93

NINE MONTH EXTENSION

Program Rationale

The nine-month farm cooperative program extension is designed to give qualified students in-depth training in the agricultural sciences over and above the training provided in the regular thirty-six month farm cooperative program. Modern farming methods are becoming increasingly more complex and sophisticated. In order to deal with these complexities and to effectively utilize modern equipment and other advances in agriculture, the farmer must continually upgrade his knowledge of the latest in farming methods. Courses offered in the nine-month extension program are designed to provide the farmer with a practical knowledge of the very latest in agricultural research and farming techniques.

Program Objectives

1. To increase efficiency in farming through a better understanding of the latest developments in agricultural technology.
2. To encourage continued education on the part of individuals engaged in farming as their principal occupation.
3. To provide the veteran farmer with more than a basic understanding of all phases of farm operations and improve his skills as a farm manager.

		13th Quarter	Credits
AGR	225	Structural Design of Farm Buildings	3(3-0)
AGR	226	Livestock Disease Control	3(3-0)
AGR	227	Breeding of Farm Animals	2(2-0)
AGR	228	Economic Organization of Agriculture	2(2-0)
			10(10-0)

		14th Quarter	Credits
AGR	229	Vegetable Harvesting and Grading	2(2-0)
AGR	230	Food Process and Storage	3(3-0)
AGR	231	Swine Management and Production	3(3-0)
AGR	232	Farm Safety	2(2-0)
			10(10-0)

		15th Quarter	Credits
AGR	233	Farm Labor Management	2(2-0)
AGR	234	Farm Estate & Business Planning	3(3-0)
AGR	235	Chemical Control of Weeds	2(2-0)
AGR	236	Agricultural Communications	3(3-0)
			10(10-0)

WELDING DIPLOMA

Program Justification

Welding, the joining together of metals, is an essential component in a wide range of industries. A competitive job market is demanding well-trained persons in all the trade areas, including welding.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles/Employment Possibilities

Welder; pipe-welder; welder fitter, specialist welder; welding supervisor; welding analyst; inspector; welding foreman; welder; welding positions in industries such as shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe-fitting, production shop, and job shop.

Program Description

The program emphasizes the development of a high degree of skill in various types of welding, including arc, gas, resistance welding. Additionally, a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading is stressed in the welding program.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
WLD	1120	Oxyacetylene Welding and Cutting	8(3-15)
MAT	1101	Fundamentals of Mathematics I	5(5-0)
BPR	1104	Blueprint Reading Mechanical I	2(1-2)
PHY	1101	Applied Science I	4(3-2)
ENG	1101	Communication Skills	5(5-0)
			25(18-19)

		2nd Quarter	Credits
WLD	1121	Arc Welding	8(3-15)
MAT	1103	Geometry for Vocational Students	3(3-0)
BPR	1117	Blueprint Reading: Welding	2(1-2)
PHY	1102	Applied Science II	4(3-2)
			17(10-19)

		3rd Quarter	Credits
WLD	1124	Pipe Welding	7(3-12)
WLD	1123	Inert Gas Welding	5(2-9)
BPR	1118	Pattern Development & Sketching	2(1-2)
PSY	1101	Human Relations	3(3-0)
			17(9-23)

		4th Quarter	Credits
WLD	1122	Commercial and Industrial Practices	8(3-15)
WLD	1125	Certification Practices	6(3-9)
BUS	1103	Small Business Operations	3(3-0)
			17(9-24)

Total Credit Hours Required: 76

Technical Programs

ASSOCIATE IN APPLIED SCIENCE DEGREES

The Associate in Applied Science degree programs are collegiate level and are two academic years in length. The specific course requirements for each degree are listed in the program descriptions. Recognizing the importance of general education in all educational programs, Southeastern Community College provides each student with as much general education as is possible within the framework of his particular program. To this end, at least 18 quarter hours of general education courses in English, humanities, or social sciences are required as an integral part of each technical curriculum. To qualify for the Associate in Applied Science Degree, candidiates must have a cumulative quality point average of 2.0 ("C") or better.

AGRICULTURE SCIENCE ASSOCIATE IN APPLIED SCIENCE

Program Justification

Rapid social and technological change has resulted in many technical changes in agriculture. This curriculum allows the student to continue farming, and at the same time, to update his knowledge of agriculture and other relevant skills. The importance of this program in a rural, primarily agricultural economy cannot be overstressed.

Admission Requirements

Students must have a high school diploma or hold a high school equivalency certificate. Applicants may be admitted who have proven experience in a given field and who are willing to work toward completing the GED at SCC. Students must have approval of the instructor and other necessary administrative supervisors.

Program Description

This curriculum is designed to develop the basic skills that are needed to conduct and manage a successful farm operation. Emphasis is placed on the student's abilities to put into practice on-the-farm skills learned in classes or laboratories.

The increasing need for sophisticated farm methods and increased capital requirements demand an efficient and economical farm operation.

Curriculum courses will be taught at specific times to permit the student to operate his farm while attending college. This is accomplished by the courses in the summer and spring quarters being taught at night, while courses in the fall and winter quarters are taught during the day.

REQUIRED CURRICULUM

		1st Year Fall Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
AGR	114	Agriculture Electrification	3(2-3)
AGR	145	Marketing of Farm Products	3(2-3)
HOR	204	Horticulture	3(2-3)
RDG	101*	College Reading	3(3-0)
AGR	160	Agriculture Service Agency	3(3-0)
		Social Science or Humanities Elective	3(3-0)
			19(16-9)
		Winter Quarter	**Credits**
PHS	102	Physical Science	4(3-2)
FOR	105	Soil Science	3(2-3)
FOR	205	General Construction	5(3-6)
AGR	163	Seed Production	2(2-0)
		Social Science or Huanities Elective	5(5-0)
			19(15-11)
		(Night Schedule)	
		Spring Quarter	**Credits**
AGR	155	Tobacco Production	3(3-0)
AGR	146	Soybean & Corn Production	3(3-0)
MAT	191*	Metric System	1(1-0)
AGR	147	Fertilizer & Lime	3(2-2)
AGR	157	Agriculture Calculation	3(3-0)
			13(12-2)
		Summer Quarter	**Credits**
AGR	170	Agriculture Cooperative Experience	4(0-40)
AGR	175	Agriculture Records	4(1-6)
AGR	176	Agriculture Business Management	4(1-6)
			12(2-52)

		2nd Year Fall Quarter	Credits
ENG	101*	Freshman English I	3(3-0)
AGR	209	Beef & Swine Production	3(3-0)
AGR	156	Welding	3(2-3)
AGR	203	Agriculture Taxes	3(3-0)
AGR	200	Small Engine Mechanics	4(2-4)
FOR	101	Introduction to Forestry	3(3-0)
			19(16-7)
		Winter Quarter	**Credits**
ENG	161	Speech Communications	3(3-0)
AGR	208	Feeds and Feeding	3(3-0)
AGR	133	Agriculture Plumbing	3(2-3)
AGR	101	Agriculture Machine Repair	3(2-3)
BUS	220	Human Relations	3(3-0)
			15(13-6)
		(Night Schedule)	
		Spring Quarter	**Credits**
AGR	204	Insurance for Agriculture	3(3-0)
HOR	230	Landscaping & ID/Ornamental Plants	3(2-3)
AGR	205	Pesticides	3(3-0)
AGR	206	Safety in Todays Agriculture	1(1-0)
AGR	207	Agriculture Law	3(3-0)
		Elective	**13(12-3)**
AGR	180	Agr. Cooperative Experience	4(0-40)

See Page 16

Total Credit Hours Required: 110

*Students may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91, MAT 92.

BUSINESS ADMINISTRATION ASSOCIATE IN APPLIED SCIENCE

Program Justification

Business is becoming increasingly complex. The uncertain economy is demanding more and more that persons entering related areas be highly trained and skilled.

Entrance Requirements

The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles/Employment Possibilities

Employment possibilities exist in areas of business management, retailing, economics, and finance.

Program Description

The Business Administration Program is designed to meet the requirements of those students who plan to enter the fields of management, finance, accounting or economics.

REQUIRED CURRICULUM

		1st Quarter	Credits
BUS	101	Typewriting I	3(1-4)
BUS	105	Introduction to Business	5(5-0)
RDG	101	College Reading	3(3-0)
BUS	141	Business Mathematics I	3(3-0)
PED	101	Principles of Physical Education	2(1-2)
ORI	101	Freshman Orientation	1(1-0)
			17(14-6)
		2nd Quarter	**Credits**
BUS	142	Business Mathematics II	3(3-0)
BUS	124	Business Finance	3(3-0)
BUS	106	Business Law I	3(3-0)
ENG	101	Freshman English	3(3-0)
BUS	130	Introduction to Data Processing Systems	5(4-2)
			17(17-1)
		3rd Quarter	**Credits**
BUS	107	Business Law II	3(3-0)
ENG	102	Freshman English	3(3-0)
BUS	239	Salesmanship	3(3-0)
BUS	240	Advertising	3(3-0)
		Elective (Social or Behavioral Science)	5(5-0)
P E D		Sports Activity	1(0-3)
			18(17-3)
		4th Quarter	**Credits**
BUS	111	Principles of Accounting I	4(3-2)
BUS	221	Economic Principles I	5(5-0)
BUS	116	Office Machines I	5(3-4)
BUS	238	Marketing	3(3-0)
			17(14-6)
		5th Quarter	**Credits**
BUS	231	Fundamentals of Management I	3(3-0)
BUS	219	Business Communications	3(3-0)
BUS	112	Principles of Accounting II	4(3-2)
BUS	222	Economic Principles II	5(5-0)
BUS	247	Business Insurance	3(3-0)
			18(17-2)
		6th Quarter	**Credits**
BUS	113	Principles of Accounting III	4(3-2)
BUS	232	Fundamentals of Management II	3(3-0)
BUS	220	Human Relations of Business	3(3-0)
BUS	233	Personnel Management	3(3-0)
BUS	229	Income Taxes	4(3-2)
			17(15-4)
		Electives	**Credits**
BUS	195	Cooperative Education	1(0-10)
BUS	196	Cooperative Education	2(0-20)
BUS	197	Cooperative Education	3(0-30)
BUS	198	Cooperative Education	4(0-40)

See Page 16

Total Credit Hours Required: 104

*Students may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91.

Note: Business Administration is also taught during the evening hours.

CHILD DEVELOPMENT PROGRAM ASSOCIATE IN APPLIED SCIENCE EARLY CHILDHOOD SPECIALIST

Program Justification

The importance of the early years to future health and to realization of potential has been well documented. There is a steady trend toward group care of young children as a greater number of mothers return to the work force. A "child care" or custodial philosophy has proven to be inadequate. Today's facilities must become developmental in philosophy, concerned with the optimum development of each child. The developmental approach requires that those who assume responsibility for young children must be prepared for their task. It is, therefore, desirable to take steps to provide educational preparation for the important role these students will be playing in guiding the development of large numbers of young children, and in identifying those with developmental handicaps or problems which require professional attention.

Entrance Requirements

The student must have a high school diploma or its equivalent. Students must display a willingness to work with children, display warmth, patience, and a certain amount of flexibility.

Related Job Titles/Employment Possibilities

Persons graduating from the Early Childhood Specialist Program may be employed in child development centers, nursery schools, kindergartens, private home operations and in public schools as teacher assistants.

Program Description

The specific purpose of this curriculum is to provide individuals with the knowledge, understanding, and skills needed to work effectively with preschool children in various stages of development. Students must be able to (1) meet the physical and nutritional needs of children; (2) provide activities which stimulate intellectual, emotional, and social growth of children; (3) guide children in the formation of habits and attitudes; and (4) assist children in learning to communicate effectively with others. In addition, the early childhood specialist must be able to work effectively with parents and, where necessary, provide guidance in improving the child's home experiences.

Students have the opportunity to apply their skills in supervised laboratory experiences in the Child Development Center on campus.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ENG	101*	Freshman English	3(3-0)
RDG	101*	College Reading	3(3-0)
CDE	103	Child Psychology: Conception to Six	3(3-0)
CDE	106	Science for the Preschooler	4(3-2)
RDG	207	Reading in the Content Area	4(3-3)
			18(16-5)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
CDE	116	The Exceptional Child	3(3-0)
CDE	115	Child Psychology: Six to Adolescence	3(3-0)
ART	180	Art for Elementary Teachers	5(5-0)
CDE	101	Observation and Recording	3(2-3)
			17(16-3)

		3rd Quarter	Credits
CDE	111	Literature for Children	4(3-3)
EDU	101	Math for the Preschooler	3(3-0)
PSY	201	Introduction to Psychology Elective	5(5-0)
			17(16-3)

		4th Quarter	Credits
MUS	106	Music for the Preschooler	4(3-2)
EDU	250	Instructional Media	4(3-2)
CDE	105	Preschool Education	5(3-6)
BUS	101	Typewriting I	3(1-4)
REC	204	Environmental Education	3(3-2)
			19(13-16)

		5th Quarter	Credits
CDE	112	Child Guidance	3(3-0)
CDE	104	Foods for Children	4(3-2)
MUS	107	Music	4(3-2)
SOC	201	Sociology	5(5-0)
MAT	180*	Math for Elementary Teachers	5(5-0)
			21(19-4)

		6th Quarter	Credits
MUS	108	Music	4(3-2)
CDE	113	Marriage and Family Relations	3(3-0)
HED	206	First Aid and Safety	3(3-0)
CDE	107	Parent Education	2(2-0)
CDE	108	Preschool Practicum	5(3-5)
			17(14-7)

		7th Quarter	Credits
CDE	117	Internship in a Public School	4(0-40)

Required Cooperative Education CDE 117
Optional Cooperative Education CDE 195 1(0-10)
Optional Cooperative Education CDE 196 2(0-20)
Optional Cooperative Education CDE 197 3(0-30)
Total Credit Hours Required: 109
See Page 16

TEACHER ASSOCIATE (READING TEACHING EMPHASIS) ASSOCIATE IN APPLIED SCIENCE

Program Description

At one time, the education process consisted of the students, the teacher, and the school house. Today we find that the teaching-learning process has reached its highest level of sophistication. Educational administrators have become more aware of the need for teachers to devote full classroom time to their teaching responsibilities. As a result, paraprofessionals are being employed to perform in non-teaching and routine tasks such as clerical, supervisory, tutorial, and technical. The role of the Reading Teacher Aide is to provide support for instruction in programs of reading education. Specifically, the Reading Teacher Aide should be trained to assist in teaching, evaluating, and communicating.

Entrance Requirements

The student must be a high school graduate or have passed the GED. Students are expected to display an interest in working with children. Students must have maintained an overall "B" average after one year of child development courses. They must receive no grade lower than "B" in ENG 101, ENG 102, and RDG 101.

Job Opportunities

The graduate of the Teacher Associate curriculum will be qualified to enter the field of education as a paraprofessional, performing all duties required of a teacher aide. The role of the teacher aide will vary from school to school. The aide may be assigned as a general instructional aide, clerical aide, tutorial aide, reading aide, etc., depending on the particular needs of the school.

Program Description

The Teacher Associate curriculum with reading emphasis is designed to prepare individuals as assistants to classroom teachers in social and educational fields. The curriculum is designed to provide a course of study for individuals who have the desire and capability to work with primary and elementary school children in the specialized area of reading under the supervision of the classroom teacher. Study and application will be employed in areas such as human growth and development, learning and reading techniques, psychology, human relations, sociology, school records, preparation of transparencies, stencils and bulletin boards.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ENG	101*	Freshman English	3(3-0)
RDG	101*	College Reading	3(3-0)
CDE	103	Child Psychology: Conception to Six	3(3-0)
CDE	106	Science for the Preschooler	4(3-2)
RDG	207	Reading in the Content Area	4(3-3)
			18(16-5)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
CDE	116	The Exceptional Child	3(3-0)
CDE	115	Child Psychology: Six to Adolescence	3(3-0)
ART	180	Art for Elementary Teachers	5(5-0)
CDE	101	Observation and Recording	3(2-3)
			17(16-3)

		3rd Quarter	Credits
CDE	111	Literature for Children	4(3-3)
EDU	101	Math for the Preschooler	3(3-0)
PSY	201	Introduction to Psychology Elective	5(5-0)
			17(16-3)

		4th Quarter	Credits
MUS	106	Music for the Preschooler	4(3-2)
EDU	250	Instructional Media	4(3-2)
CDE	105	Preschool Education	5(3-6)
BUS	101	Typewriting I	3(1-4)
REC	204	Environmental Education	3(3-2)
			19(13-16)

		5th Quarter	Credits
RDG	201	Methods, Materials, Techniques of Teaching and Reading	4(3-3)
RDG	202	Evaluation of Reading Program Materials and Achievement Tests	3(3-0)
RDG	203	Language Arts for Children	3(3-0)
HED	206	First Aid and Safety	3(3-0)
RDG	204	Reading Seminar I	3(3-0)
			16(15-3)

		6th Quarter	Credits
RDG	205	Methods, Materials, Techniques of Teaching Reading	4(3-3)
RDG	206	Reading Seminar II	3(3-0)
SOC	201	Introduction to Sociology	5(5-0)
CDE	107	Parent Education	2(2-0)
RDG	208	Reading for the Exceptional Child	3(3-0)
			17(16-3)

		7th Quarter	Credits
RDG	210	Internship in Public School Reading Program (Supervised by Reading Specialist from SCC)	4(0-40)

Required Cooperative Education RDG 210
Optional Cooperative Education CDE 195 1(0-10)
Optional Cooperative Education CDE 196 2(0-20)
Optional Cooperative Education CDE 197 3(0-30)
Total Credit Hours Required: 108
See Page 16

CRIMINAL JUSTICE
ASSOCIATE IN APPLIED SCIENCE

Program Justification

Social change is occurring very rapidly today. Perhaps more so than in any other profession, the criminal justice professional must remain updated on the ramifications of social change and the ways human behavior and human institutions are affected by the criminal justice system. To function effectively, the criminal justice professionals must be properly educated and trained. They must not only be knowledgeable concerning the legal doctrine of the system but must also be psychologically prepared to cope with the various situations that they are likely to encounter.

Entrance Requirements

The student must be a high school graduate or hold a high school equivalency certificate.

Related Employment Possibilities

Graduates of this program may find available law enforcement positions within municipal, state, and federal agencies, corrections positions within state and federal agencies, industrial and private security, and employment in some social service positions. Examples: Social Worker, Counseling, Investigations, etc.

Program Description

This program is designed to develop the proper skills necessary to function effectively in the criminal justice and related systems as well as to develop and enhance certain attitudes. Communications between individuals and groups as well as human relations are emphasized. The student has the choice of two options: law enforcement and corrections.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
RDG	101*	College Reading	3(3-0)
ENG	101*	Freshman English	3(3-0)
CJC	101	Introduction to Criminal Justice	5(5-0)
CJC	102	Criminal Law I	3(3-0)
		Lab Science Elective	4(3-2)
			19(18-2)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
CJC	103	Criminal Procedure	3(3-0)
CJC	104	Introduction to Criminology	5(5-0)
CJC	105	Criminal Evidence	3(3-0)
SOC	201	Introduction to Sociology	5(5-0)
			19(19-0)

		3rd Quarter	Credits
ENG	161	Fund. of Speech Communication	
or			
ENG	103	Freshman English	3(3-0)
CJC	107	Applied Police Psychology	3(3-0)
CJC	108	Criminal Law II	3(3-0)
POL	201	American Federal Government	5(5-0)
PSY	201	Introduction to Psychology	5(5-0)
			19(19-0)

(Law Enforcement Option)

		4th Quarter	Credits
CJC	206	Technical Report Writing	3(3-0)
CJC	200	Motor Vehicle Laws	3(3-0)
CJC	201	Organization and Administration	5(5-0)
CJC	202	Juvenile Justice	5(5-0)
CJC	203	Interviews and Interrogations	3(3-0)
			19(19-0)

		5th Quarter	Credits
HED	206	First Aid and Safety	3(3-0)
CJC	204	Police Supervision	3(3-0)
CJC	205	Identification Techniques	4(4-0)
POL	202	American State and Local Government	5(5-0)
BUS	141*	Business Math	
or			
MAT	101*	Fundamentals of Math	3(3-0)
			18(18-0)

		6th Quarter	Credits
CJC	207	Photography	4(3-2)
CJC	208	Criminal Investigation	5(5-0)
CJC	209	Forensic Science	4(4-0)
CJC	106	Community Relations	3(3-0)
		Elective (free)	3(3-0)
			19(18-2)

Optional Cooperative Education

CJC	195	Coop. Ed. in Criminal Justice	1(0-10)
CJC	196	Coop. Ed. in Criminal Justice	2(0-20)
CJC	197	Coop. Ed. in Criminal Justice	3(0-30)
CJC	198	Coop. Ed. in Criminal Justice	4(0-40)

See Page

Total Credit Hours Required:
Law Enforcement Option: 113

(Correction Option)

		4th Quarter	Credits
CJC	206	Technical Report Writing	3(3-0)
CJC	202	Juvenile Justice	5(5-0)
SOC	225	Social Problems	5(5-0)
PSY	203	Abnormal Psychology	5(5-0)
			18(18-0)

		5th Quarter	Credits
CJC	212	Corrections	5(5-0)
POL	202	American State & Local Government	5(5-0)
CJC	213	Confinement Facilities Adminis.	3(3-0)
CJC	214	Corrections Law	3(3-0)
BUS	141*	Business Math	3(3-0)
or			
MAT	101*	Fundamentals of Math	3(3-0)
			19(19-0)

		6th Quarter	Credits
CJC	216	Community Based Corrections	3(3-0)
CJC	217	Corrections Counseling	5(4-2)
CJC	218	Paroles, Probation and Pardons	3(3-0)
CJC	219	Rehabilitation	3(3-0)
CJC	220	Human Relations	3(3-0)
			17(16-2)

		Electives	Credits
CJC	232	Self-Defense: Forms & Positions	2(0-6)
CJC	233	Control Methods in Self-Defense I	
CJC	234	Control Methods in Self-Defense II	2(0-6)
CJC	235	Control Methods in Self-Defense III	2(0-6)
CJC	236	Firearms Safety	1(1-0)
			9(1-24)

Electives

CJC	195	Coop. Ed. in Criminal Justice	1(0-10)
CJC	196	Coop. Ed. in Criminal Justice	3(0-30)
CJC	197	Coop. Ed. in Criminal Justice	4(0-40)
CJC	198	Coop. Ed. in Criminal Justice	4(0-40)

See Page 16

Total Credit Hours Required:
Law Enforcement Option: 113
Correction Option: 111

*The student may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91.

ELECTRICAL ENGINEERING TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

Purpose of Curriculum

Electricity has influenced the design of machines and controls for industry. It has increased manufacturing capabilities and has provided for labor-saving devices in business, industry, and the home.

The explosion of technical knowledge within the last ten years has created a demand for competently trained technicians capable of applying electrical principles in today's complex industrial setting. It has also placed a demand upon educational institutions to adequately train technicians for jobs in the areas of research, design, development, production, maintenance, construction, and sales.

Entrance Requirements

The student should be a high school graduate or hold a high school equivalency certificate.

Job Description

This is not a pre-engineering curriculum. It is organized to provide a basis for entry into a variety of occupations in the electrical and electronic field. The fundamentals of electricity including wiring installations, electrical circuits, the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits are covered. Additionally, a background in motor and motor control systems, industrial and electronic control systems, business procedures, business organization and business practices, and mathematical and communications skills is presented. The program utilizes the "career-ladder" approach. The student may transfer to the one year diploma program (Electrical Installation and Maintenance) before the third quarter with full credit if he finds he is unable to complete the related requirements for his degree. The last three quarters are flexible and with permission from the occupational dean and the student's advisor, electives may be taken instead of some courses.

REQUIRED CURRICULUM

		1st Quarter	Credits
ELC	112	Direct and Alternating Current	10(5-15)
MAT	121*	Basic Algebra I	5(5-0)
RDG	101*	College Reading	3(3-0)
ORI	100	Freshman Orientation	1(1-0)
			19(14-15)

		2nd Quarter	Credits
ELC	113	AC/DC Machines-Controls	9(5-12)
ELN	101	Instruments and Measurements I	2(1-2)
MAT	122	Basic Algebra II	5(5-0)
			16(11-14)

		3rd Quarter	Credits
ELN	108	Industrial Electronics I	5(3-6)
ELN	102	Instruments and Measurements II	2(1-2)
MAT	123	Electronic Math I	5(5-0)
ENG	161	Fundamentals of Speech Communications	3(3-0)
BRP	110	Blueprint Reading and Sketching I	2(1-2)
			17(13-10)

		4th Quarter	Credits
ELN	109	Industrial Electronics II	5(3-6)
BPR	113	Blueprint Reading and Sketching II	2(1-2)
BUS	235	Small Business Management	3(3-0)
ENG	101*	Freshman English	3(3-0)
			13(10-8)

		5th Quarter	Credits
ELC	215	Electrical Machines	4(2-5)
ELN	205	Control Devices	7(5-4)
MAT	221	Electronic Math II	5(5-0)
		Elective Social Science Humanities, or Lab Science	3-5
			19/21(14/16-13)

		6th Quarter	Credits
ELC	225	Electrical Controls & Circuits	6(3-9)
ELN	220	Electronic Systems	7(5-4)
ENG	102	Freshman English	3(3-0)
		Elective Social Science, Humanities or Lab Science	3-5
			19/21(15/17-9)

		7th Quarter	Credits
ELC	235	Planning Electrical Installations	5(3-6)
ENG	104	Technical Report Writing	3(3-0)
		Elective Social Science, Humanities or Lab Science	3-5
			11/13(9/11-6)

Optional Cooperative Education

ELC	195	1(0-10)
ELC	196	2(0-20)
ELC	197	3(0-30)
ELC	198	4(0-40)

See Page 16

Total Credit Hours Required: 114 or 120

*The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

FOREST MANAGEMENT TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

Program Justification

Forestry is a broad scientific field in which there have been many technological advances in recent years. This has created a need for a new type of resource person who possesses the necessary understanding of forest management principles and theory. Perhaps more importantly, this person must also have the practical ability to apply principles and theories economically in a forest setting. As land management continues to become more intensive, the need for forest technicians continues to grow. Graduates of this program will be trained to assist professional foresters in meeting this need.

Entrance Requirements

The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles/Employment Possibilities

Job opportunities may be found in federal, state, and private agencies, such as the U.S. Forest Service, various state forestry agencies, and large private industries. Opportunities also exist with forestry consulting firms.

Program Description

This program is designed to train the student to work with professional foresters and others in properly managing forest land areas for the many renewable resources such as timber, wildlife, pure air and water, and recreation.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ENG	101*	Freshman English	3(3-0)
RDG	101*	College Reading	3(3-0)
REC	103	Woodsmanship and Camping	3(2-3)
FOR	101	Introduction to Forestry	3(3-0)
REC	101	Introduction to Outdoor Recreation	3(3-0)
			16(15-3)

		2nd Quarter	Credits
FOR	105	Soil Science	3(2-3)
FOR	102	Forest Botany & Ecology	5(4-3)
BUS	220	Human Relations	3(3-0)
DFT	101	Technical Drafting I	2(1-2)
ENG	102	Freshman English	3(3-0)
BUS	106	Business Law I	3(3-0)
			19(16-8)

		3rd Quarter	Credits
FOR	107	Plant Identification	4(2-4)
ENG	161	Fundamentals of Speech Communication	3(3-0)
FOR	205	General Construction	5(3-6)
MAT	115*	Mathematics for Foresters	3(3-0)
FOR	121	Forest Tree Measurements	3(2-3)
			18(13-13)

		4th Quarter	Credits
FOR	227	Forest Aerial Photography	4(2-5)
FOR	222	Forest Mensuration	3(2-3)
FOR	225	Forest Entomology and Pathology	3(2-3)
FOR	226	Forest Equipment	4(3-3)
BUS	233	Personnel Management	3(3-0)
R E C		Recreation Elective	3(3-0)
			20(15-14)

		5th Quarter	Credits
ENG	104	Technical Report Writing	3(3-0)
FOR	221	Applied Silviculture	3(2-3)
WLF	201	Wildlife Science	4(3-3)
AGR	201	Agriculture Economics	3(3-0)
		Social Science Elective	5(5-0)
			18(16-6)

		6th Quarter	Credits
CIV	101	Surveying	5(3-6)
FOR	228	Logging and Marketing	4(2-5)
FOR	229	Forest Fire Control	3(2-3)
		Elective (Free)	3(3-0)
			15(10-14)

		7th Quarter	Credits
FOR	170	Supervised Work Experience (To be taken during the student's 2nd Fall or Spring Quarter, or by permission of instructor)	4(0-40)

		8th Quarter	Credits
FOR	180	Supervised Work Experience (Optional: To be taken after the student has completed all required courses or by permission of instructor)	4(0-40)

Note:

Required Cooperative Education
FOR 170 4(0-40)

Optional Cooperative Education
FOR 180 4(0-40)

See Page 16

Total Credit Hours Required: 110

*The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

GENERAL OFFICE TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

Program Justification

The field of business is becoming increasingly complex. More and more skilled and trained persons are required in the business field.

Entrance Requirements

The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles/Employment Possibilities

Clerk typists, receptionists, filing clerks, records operators, duplicating machine operators, reproduction typists, transcribing machine operators, and various civil service positions.

Program Description

The General Office Technology Program is designed especially for those students who have no aptitude nor taste for shorthand but who desire to work in offices.

REQUIRED CURRICULUM

		1st Quarter	Credits
BUS	101	Typewriting I	3(1-4)
BUS	105	Introduction to Business	5(5-0)
BUS	141*	Business Math I	3(3-0)
RDG	101*	College Reading	3(3-0)
ORI	100	Freshman Orientation	1(1-0)
PED	101	Principles of Physical Education	2(1-2)
			17(14-6)

		2nd Quarter	Credits
BUS	102	Typewriting II	3(1-4)
BUS	106	Business Law I	3(3-0)
BUS	142	Business Math II	3(3-0)
ENG	101*	Freshman English	3(3-0)
ENG	161	Fundamentals of Speech Communication	3(3-0)
P E D		Sports Activity	1(0-3)
			16(13-7)

		3rd Quarter	Credits
BUS	103	Typewriting III	3(1-4)
ENG	102	Freshman English	3(3-0)
BUS	116	Office Machines I	5(3-4)
BUS	130	Introduction to Data Processing Systems	5(4-2)
			16(11-10)

		4th Quarter	Credits
BUS	104	Typewriting IV	3(1-4)
BUS	114	Secretarial Accounting I	4(3-2)
BUS	255	Keypunch	3(1-4)
BUS	146	Business English	3(3-0)
		Elective: Behavorial or Social Science	5(5-0)
			18(13-10)

		5th Quarter	Credits
BUS	115	Secretarial Accounting II	4(3-2)
BUS	219	Business Communication	3(3-0)
BUS	118	Machine Transcription I	3(1-4)
BUS	260	Business Filing	3(3-0)
BUS	170	Personal Economics	3(3-0)
			16(13-6)

		6th Quarter	Credits
BUS	213	Office Procedures	3(1-4)
BUS	229	Income Taxes	4(3-2)
BUS	119	Machine Transcription II	3(1-4)
BUS	220	Human Relations in Business	3(3-0)
BUS		Business Elective	3(3-0)
			16(11-10)

Note:
Optional Cooperative Education in Business Related Areas.

BUS	195	1(0-10)
BUS	196	2(0-20)
BUS	197	3(0-30)
BUS	198	4(0-40)

See Page 16

Total Credit Hours Required: 99

*The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

NURSING ASSOCIATE IN APPLIED SCIENCE

Program Justification

The health-care field has expanded greatly in the last few years. The nursing profession is an integral part of the health-care field and is demanding highly trained professionals with theoretical knowledge as well as practical experience.

Entrance Requirements

(Associate Degree Nursing Program)

The Associate Degree Nursing Program can accommodate an enrollment of 45 students. It is designed to be completed in seven quarters. Applicants must have completed high school requirements prior to registration day. Required high school subjects include: (1) biology, (2) chemistry, and (3) algebra. Applicants not meeting these requirements may take these courses at SCC prior to admission to the nursing program. Preference is given to applicants maintaining a class standing in the top half of their high school graduating class. The prospective student will be permitted to take the Comparative Guidance and Placement test only once yearly. The required admission scores for the CGP are as follows:

Reading-National percentile of 34 or above
Year 2000-National percentile of 29 or above
Math-National percentile of 26 or above
English-National percentile of 30 or above
Letter groups National percentile of 28 or above
(Applicants must achieve the required reading scores)

Applicants who fail to achieve minimum scores on no more than three parts of the test may be considered for admission provided these scores are not below the 25th percentile and after persons meeting the minimum score on all tests have been considered.

Application materials for the Associate Degree Nursing Program should be completed and mailed to the Admissions Office. A completed application folder must include the following: (1) high school transcript, (2) college transcript(s) if applicant attended another college(s), (3) medical record, (4) dental record, (5) Comparative Guidance and Placement test scores, and (6) suitability statement from student's advisor if applicant is a student at SCC.

The applicant will assume the responsibility for assuring that these forms are in the folder. Medical and dental records must be mailed directly to the Admissions Office by the doctor.

Applicants will be interviewed and counseled regarding the results of the Comparative Guidance and Placement Test. Those who fail to meet the established high school and/or CGP admission criteria will not receive further consideration for admission into the Associate Degree Nursing Program. However, those applicants meeting the requirements for the Practical Nursing Program may be considered for the PN Program, if they so desire. Other applicants not meeting the established requirements will be counseled regarding other programs offered at SCC.

Applicants meeting the nursing admission requirements will be interviewed by the Nursing Admissions Committee. The acceptance or rejection of the applicant will be determined by the Nursing Admissions Committee.

The applicant will be required to provide evidence to the Nursing Department that he/she meets the conditions of physical and emotional health and physical capability on a level which would indicate the applicant's ability to provide safe nursing care to the public is essential. This includes vision, hearing, and physical capability on a level acceptable with safe nursing care.

The Nursing Department will rule in individual cases of unusual medical problems as to the suitability of the applicant to provide safe nursing care.

Students who are not willing to attend clinical labs and adhere to hospital regulations as prescribed by the nursing curriculum, including time and place, will not be accepted into the program.

The Nursing Department operates within contracts that the College has with area hospitals for clinical experiences and will not accept a student who does not comply with area hospital standards.

Those students who have demonstrated a potential for nursing in a previous admission may be given priority on readmission over a new applicant.

The Nursing Department reserves the right to dismiss from the program a student who presents problems in physical or emotional health providing these problems do not respond to appropriate treatment and/or counseling within a reasonable period of time. Further, a student may be dismissed if he/she demonstrates behavior which conflicts with safety essential to nursing practice.

Associate Degree Nursing students must successfully complete all nursing courses each quarter before registering for the next quarter. The grading scale for the Associate Degree Nursing Program is:

A - 93-100
B - 85-92
C - 84-77
F - 76.99 or Below

Clinical labs are evaluated as satisfactory or unsatisfactory. Students must pass in the clinical area in order to register for the following quarter regardless of theory grade.

Attendance is essential. Students will be allowed a maximum of five (5) absences per quarter with no more than two (2) of these days being clinical days. Clinical days missed will have to be made up. Any further absences may constitute dismissal from the program. The student must assume full responsibility for assignments and materials covered in his/her absence. Tests will be rescheduled at the convenience of the instructor. If for any reason a student is unable to attend a clinical lab, the nursing instructor must be notified before the lab begins; failure to do so will constitute an unsatisfactory lab. Three tardy days will constitute one absence.

Uniforms of blue and white pinfeather material will be worn on all clinical assignments. The uniform should strike the top of the knee. White shoes with soft soles, white hose, school-approved cap, and name pin are also required. The student will be expected to have a watch with a second hand and plain washable band; bandage scissors; and pen with black ink when working in the clinical area. Hair must be neat. It should be styled off the collar and close to the head. If worn, earrings must be discreet. Cosmetics should be worn very sparsely, if at all.

Students are required to purchase liability malpractice insurance. The forms will be furnished on acceptance into the program. The policy number must be on file in the director's office prior to clinical assignment.

A bus is available for transportation of the students to and from Southeastern General Hospital on clinical lab days. Students may drive their own cars if they prefer. Students assigned to Columbus County Hospital will be responsible for their own transportation.

Students desiring to transfer into the Associate Degree Nursing Program at SCC must be in good standing at the time he/she left or is leaving the former institution. This must be verified in writing by the nursing department of that institution. All transfer nursing courses will be evaluated by the director of nursing. The courses must have been completed within two years prior to entering SCC, have a grade of "B" or above, and be comparable to courses offered at SCC in theory and clinic experience. College transfer courses will be evaluated by the registrar.

Related Job Titles/Employment Possibilities

Registered Nurses. Graduates of this program are prepared to give patient-centered nursing care in beginning general duty nurse positions.

Program Description

The Associate Degree in Nursing can be completed in two years or three years at Southeastern. The

average student might find it to his/her advantage to take related subjects in the first year and, having completed these courses with a "C" or better, to apply for the Nursing Program for the second and third year. Students in the program are provided practical nursing experience by Southeastern General Hospital in Lumberton as well as other community health facilities.

NOTE: Nursing students must successfully pass all nursing courses each quarter before registering for the next quarter.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
PED	101**	Physical Fitness	2(1-2)
RDG	101*	College Reading	3(3-0)
ENG	101*	Freshman English	3(3-0)
NUR	111	Nursing Fundamentals	6(3-3-6)
BIO	204	Anatomy and Physiology	5(4-2)
CHM	151	Chemistry for Allied Health	3(2-2)
MAT	161*	Math for Nurses	1(2-0)
			24(19-3-12)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
PSY	201	Introduction to Psychology	5(5-0)
NUR	112	Nursing Fundamentals II (5½ weeks)	5(5-12)
NUR	113	Nursing Fundamentals III (5½ weeks)	4(5-12)
BIO	205	Anatomy and Physiology	5(4-2)
			22(17-14)

		3rd Quarter	Credits
ENG	103	Freshman English or	3(3-0)
ENG	161	Fundamentals of Communications	
BIO	206	Anatomy and Physiology	5(4-2)
NUR	114	Medical-Surgical Nursing I	9(5-12)
NUR	115	Human Growth and Development	2(2-0)
			19(14-14

		4th Quarter	Credits
NUR	116	Abnormal Psychology	3(3-0)
NUR	117	Psychiatric & Mental Health Nursing	5(3-6)
			8(6-6)

		5th Quarter	Credits
SOC	201	Introduction to Sociology	5(5-0)
NUR	201	Maternity Nursing	9(5-12)
NUR	220	Pediatrics	3(3-0)
BIO	207	Microbiology	3(2-2)
			20(15-14)

		6th Quarter	Credits
NUR	202	Medical Surgical Nursing II	9(5-12)
NUR	221	Concepts of Nursing Practices	3(3-0)
		Elective	3(3-0) or 5(5-0)
			15(11-12)
			or
			17(13-12)

		7th Quarter	Credits
NUR	203	Medical-Surgical Nursing III	9(5-12)
NUR	222	Nursing Seminar	3(3-0)
			12(8-12)

Total Credit Hours Required: 120 or 122

*The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

**May be taken any quarter prior to graduation.

OUTDOOR RECREATION RESOURCES ASSOCIATE IN APPLIED SCIENCE

Program Justification

Since the close of WWII there has been a constant increase in recreational activities in the U.S. Although many forms of recreational programs have been available, outdoor recreation continues to grow in popularity at an ever increasing rate. Many factors contribute to this. Perhaps the desire to get away from city life and crowded conditions, as well as the awakening of the pioneer instinct, has caused increasing numbers of Americans to turn to the outdoors for recreation.

Entrance Requirements

Students must have a high school diploma or a GED certificate. A student who has proven experience in this field and who is willing to work toward completing the GED tests at SCC may be admitted with the approval of the instructor and the administration.

Related Job Titles/Employment Possibilities

Graduates should be prepared to seek employment with the U.S. Forest Service, the U.S. Park Service, and with state and local park systems as well as private organizations who have forest landholdings or complex camping sites.

Program Description

The outdoor recreation curriculum is designed to prepare students to enter into this rapidly expanding field under the guidance of professionals. These technicians will be preparing to serve as maintenance technicians and maintenance crew supervisors. They will also be trained to lead groups in various recreational activities such as hiking, canoeing, and camping. The program also emphasizes the forest as an ecological system and the role of man in this ecological system.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
RDG	101*	College Reading	3(3-0)
ENG	101*	Freshman English	3(3-0)
REC	103	Woodsmanship and Camping	3(2-3)
FOR	101	Introduction to Forestry	3(3-0)
REC	101	Intro. to Outdoor Recreation	3(3-0)
			16(15-3)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
DFT	101	Technical Drafting I	2(1-2)
FOR	105	Soil Science	3(2-3)
REC	206	Programming for Recreation	4(3-2)
BUS	220	Human Behavior	3(3-0)
FOR	102	Forest Botany & Ecology	5(4-3)
			20(16-10)

		3rd Quarter	Credit
ENG	161	Fund. of Speech Communications	3(3-0)
FOR	205	General Construction	5(3-6)
FOR	107	Plant Identification	4(2-4)
MAT	115*	Forestry Math	3(3-0)
		Elective (Free)	3(3-0)
			18(14-10)

		Summer	
REC	170	Field Training in Outdoor Recreation (Required)	4(0-40)

		4th Quarter	Credits
REC	110	Interpreting Our National Heritage	3(2-3)
ANT	120	Introduction to Anthropology	5(5-0)
REC	210	Park Maintenance & Operations I	5(3-4)
HOR	204	Horticulture	3(2-3)
		Elective (Free)	3(3-0)
			19(15-10)

		5th Quarter	Credits
ENG	104	Technical Report Writing	3(3-0)
REC	202	Park Maintenance & Operations II	5(5-0)
FOR	221	Silviculture	3(2-3)
WLF	206	Wildlife Science	4(3-3)
REC	207	Aquatic Management	3(3-0)
			18(16-6)

		6th Quarter	Credits
REC	209	Facility & Site Planning	5(3-6)
CIV	101	Surveying	5(3-6)
REC	200	Recreation for Special Populations	3(3-0)
REC	203	Park Maintenance & Operations III	5(3-4)
			18(12-16)

		Summer	
REC	180	Field Training in Outdoor Recreation (Optional)	4(0-40)

*The student may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 92

Note: Required Cooperative Education
REC 170 4(0-40)
Optional Cooperative Education
REC 180 4(0-40)

See Page 16

Total Credit Hours Required: 113

SECRETARIAL TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE

Program Justification

Business is becoming increasingly complex. The uncertain economy is demanding more and more that persons entering business related areas be highly trained and skilled.

Entrance Requirements

The student must be a high school graduate or hold a high school equivalency certificate.

Related Job Titles/Employment Possibilities

Secretary, executive secretary, stenographer, administrative assistant, or director of secretarial pool.

Program Description

The Secretarial Technology Program is designed to provide students with secretarial, administrative, and management skills.

REQUIRED CURRICULUM

		1st Quarter	Credits
RDG	101*	College Reading	3(3-0)
BUS	101	Typewriting I	3(1-4)
BUS	105	Introduction to Business	5(5-0)
BUS	108	Beginning Shorthand	4(3-2)
PED	101	Principles of Physical Education	2(1-2)
ORI	100	Freshman Orientation	1(1-0)
			18(14-8)

		2nd Quarter	Credits
BUS	102	Typewriting II	3(1-4)
BUS	106	Business Law I	3(3-0)
BUS	109	Intermediate Shorthand	4(3-2)
BUS	141	Business Math I	3(3-0)
ENG	101*	Freshman English	3(3-0)
P E D		Sports Activity	1(0-3)
			17(13-9)

		3rd Quarter	Credits
ENG	102	Freshman English	3(3-0)
BUS	103	Typewriting III	3(1-4)
BUS	110	Advanced Shorthand	4(3-2)
BUS	142	Business Math II	3(3-0)
BUS	220	Human Relations in Business	3(3-0)
			16(13-6)

		4th Quarter	Credits
BUS	104	Typewriting IV	3(1-4)
BUS	114	Secretarial Accounting I	4(3-2)
BUS	116	Office Machines I	5(3-4)
BUS	206	Dictation and Transcription I	4(3-2)
BUS	146	Business English	3(3-0)
			19(13-12)

		5th Quarter	Credits
BUS	115	Secretarial Accounting II	4(3-2)
BUS	207	Dictation & Transcription II	4(3-2)
BUS	219	Business Communications	3(3-0)
BUS	170	Personal Economics	3(3-0)
BUS	260	Business Filing	3(3-0)
			17(15-4)

		6th Quarter	Credits
BUS	213	Office Procedures	3(1-4)
BUS	208	Dictation & Transcription	4(3-2)
BUS	119	Machine Transcription II	3(1-4)
		Elective: Social or Behavorial Science	5(5-0)
			15(10-10).

Note:
Optional Cooperative Education in Business related areas:

BUS	195	1(0-10)
BUS	196	2(0-20)
BUS	197	3(0-30)
BUS	198	4(0-40)

See Page 16

Total Credit Hours Required: 102
*The student may be required to take prerequisite developmental courses: RDG 91, MAT 91, ENG 91.

ASSOCIATE DEGREE PROGRAM FOR VOCATIONAL INSTRUCTOR
ASSOCIATE IN APPLIED SCIENCE

Program Justification

This program provides additional training for persons who already have developed a skill, trade, or technical speciality and desire to teach their speciality or to pursue a degree.

Related Job Titles/Employment Possibilities

Successful graduates of the program may find employment in public high schools, in the community colleges, and technical institutes' occupational programs.

Program Description

This program is unique in its design in that it allows credit for previous training, experience, and formal study. Credit will be awarded as follows:

1. (a) Twenty-four credit hours for full-time trade school, 12 months (1440 hours) in one special skilled area certified by diploma or letter by trade school officials; maximum 24 credit hours.
   and/or
   (b) One credit hour per 60 hours of full-time trade instruction for programs of less than one year duration. Certified by diploma or letter by trade school officials; maximum eight credit hours.
2. One credit hour per 40 hours of special short course instruction in a company sponsored school. Certified by diploma, certificate or letter by company school. Maximum five credit hours.
3. Five credit hours for each full year of employment in a teaching situation. Teaching must be the primary responsibility of employment. Maximum ten credit hours.
4. Two credit hours for each full year of employment in the specialty occupation qualified to teach. Maximum ten credit hours.

The maximum number of hours awarded for specialty skills toward an Associate in Applied Science Degree is 36 credit hours.

A minimum of 60 credit hours must be earned through course work at Southeastern Community College or another recognized college program. In order to earn an Associate in Applied Science Degree at Southeastern, the general education requirements must be met.

A program of study should be prepared for each individual vocational instructor or potential instructor who makes application for the program. As an example, individual differences may dictate the nature of the science courses or math courses needed by that instructor. The Dean of Occupational Education will serve as advisor to students enrolled in the Vocational Instructor Program.

SPECIFIC COLLEGE REQUIREMENTS

			Credits
RDG	101*	College Reading	3(3-0)
and			
ORI	100	Freshman Orientation	1(1-0)

General Education Requirements for the Associate in Applied Science Degree for Vocational Instructors

A minimum of 60 credit hours must be earned through course work at Southeastern Community College or another recognized college program. In order to earn an Associate in Applied Science Degree at Southeastern, the general education requirements must be met.

			Credits
ENGLISH			9

(Requirements may be met by completing one of the following courses or two courses from ENG 201, 202, 203).

ENG	101*	Freshman English
ENG	102*	Freshman English
ENG	161	Fund. of Speech Communication

			Credits
HUMANITIES			5
ART	110	Fund. of Design	
ART	201	Survey of Art History I-Ancient Art	
ART	202	Survey of Art History II-Gothic and Renaissance Art	
ART	203	Survey of Art History III-Modern Art	
ART	210	Painting Processes	
HUM	201	Unified Humanities	
HUM	202	Unified Humanities	
MUS	105	Music Appreciation	
PHI	201	Introduction to Philosophy	

			Credits
MATHEMATICS			9-10

(Requirement may be met by completing one of the sequences listed below)

MAT	101*	Foundations of Math
MAT	102	
MAT	103	
or		
MAT	112*	College Algebra and Trigonometry
MAT	113	

			Credits
SCIENCE			12

(Requirement may be met by completing one of the sequences below

PHY	201	General Physics
PHY	202	
PHY	203	
or		
CHM	101	General Chemistry
CHM	102	
CHM	103	
or		
PHS	101	Physical Science
PHS	102	
PHS	103	

			Credits
SOCIAL SCIENCE			5

(Requirement may be met by completing one of the following courses)

SOC	201	Introduction to Sociology
SOC	202	Marriage and the Family
POL	201	American Federal Government
POL	202	American State and Local Government

			Credits
VOCATIONAL EDUCATION			15
EDU	230	Introduction to Industrial Education	
EDU	240	Methods of Teaching, Industrial Subjects	
EDU	250	Instructional Media	

The following is a list of courses approved as elective courses to complete the Associate of Applied Science Degree for Vocational Instructors who are granted less than 36 quarter hours of credit from previous experience:

BUS	101	Typewriting
BUS	102	Typewriting
EDU	201	Introduction to Education
EDU	202	Social Foundations of Education
EDU	260	History and Philosophy of Industrial and Technical Education
ENG	103	Freshman English
ENG	201	English Literature
ENG	205	American Literature
PHI	201	Introduction to Philosophy
PSY	201	Introduction to Psychology
PSY	205	Educational Psychology
HED	201	Personal and Community Health

Total Credit Hours Required: 96
*The student may be required to take prerequisite developmental courses: ENG 91, MAT 91, MAT 92, MAT 110, RDG 91

TRANSPORTATION MAINTENANCE TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE

Program Justification

The technology of automotive vehicles changes each year. There is a need for trained transportation maintenance technicians who have a broad understanding of the principles of automotive technology, as well as specialized expertise so they can readily adapt to technological changes and new techniques required in servicing and repair.

Entrance Requirements

Students must have a high school diploma or GED certificate.

Related Job Titles/Employment Possibilities

The transportation maintenance technician has a knowledge of laboratory proedures in automotive and associates areas. He/she is capable of operating laboratory equipment and instruments to perform a variety of tests on materials and equipment. Included also may be performance testing of new materials and equipment. The diagnostician, with the use of instruments, can locate automotive or electrical defects and arrange for repair. He/she often records data that are required, writes reports, and makes recommendations.

Program Description

The program is designed to train the student in the specific skills required to inspect, diagnose, repair, and adjust automotive vehicles. Key principles involved in the operation of modern automobile are explored in a classroom setting, in discussion groups, and, of course, in shop. The program is designed according to the "career ladder" approach: the student who completes the eight-quarter program will receive an Associate in Applied Science Degree, providing a "C" average has been maintained.

REQUIRED CURRICULUM

		1st Quarter	Credits
PME	102	Automotive Ignition Systems	5(2-6)
PME	112	Automotive Fuel Systems	5(2-6)
PME	113	Automotive Wiring Diagrams	2(1-2)
RDG	101*	College Reading	3(3-0)
BUS	141*	Business Math 1	3(3-0)
ORI	100	Freshman Orientation	1(1-0)
			19(12-14)

		2nd Quarter	Credits
PME	101	Internal Combustion Engines	5(2-6)
PME	111	Engine Rebuilding	4(1-6)
ENG	101*	Freshman English	3(3-0)
BUS	142	Business Math II	3(3-0)
BUS	220	Human Relations	3(3-0)
			18(12-12)

		3rd Quarter	Credits
PME	123	Automotive Chassis & Suspension Systems	4(2-4)
PME	121	Automotive Brake Systems	3(1-4)
PME	103	Automotive Electrical Systems	4(2-4)
AHR	201	Automotive Heating & Air Conditioning	4(2-4)
ENG	102	Freshman English	3(3-0)
			18(10-16)

		4th Quarter	Credits
PME	124	Automotive Transmission & Power Trains	7(3-8)
AHR	111	Advanced Auto Heating & Air Conditioning	4(2-4)
ENG	104	Technical Report Writing	3(3-0)
			14(8-12)

		5th Quarter	Credits
PME	250	Advanced Automotive Fuel Systems	5(1-8)
PME	201	Motor Vehicle Laws & Regulations	3(3-0)
PHS	101	Physical Science I	4(3-2)
PME	203	Advanced Automotive Ignition System	2(1-3)
			14(8-13)

		6th Quarter	Credits
PME	233	Automotive Front Suspension, Alignment & Power Steering	4(1-6)
PME	224	Advanced Automotive Transmission	5(2-6)
		Electives	3(3-0) or 5(5-0)
		Social Science or Humanities	12(6-12) to 14(8-12)

		7th Quarter	Credits
PME	202	Emission Control Systems	4(2-4)
PME	240	Automotive Diagnosing and Testing I	6(2-8)
		Electives	2(2-0) to 6(6-0)
			12(6-12) to 16(10-12)

		8th Quarter	Credits
PME	241	Automotive Diagnosing — Testing II	6(2-8)
		Electives	6(6-0) to 10(10-0)
			12(8-8) to 16(12-8)

Elective: See Below

PME	204	VW Engines	3(0-6)
PME	205	Disc Brakes	3(0-6)
PME	206	Alternator & Starter Building	2(1-3)
PME	208	Wankel Engine	4(1-6)
PME	209	Foreign Car Engine	3(0-6)
PME	210	Instruments, Gauges & Electrical Accessories	3(0-6)
PME	215	The Diesel Engine	5(2-6)
PME	105	Small Engine Repair	4(2-6)

Note:
Optional Cooperative Education

PME	195	1(0-10)
PME	196	2(0-20)
PME	197	3(0-30)
PME	198	4(0-40)

See Page 16

Total Credit Hours Required: 119

*The student may be required to take the prerequisite developmental courses: ENG 91, RDG 91, MAT 91

VETERAN FARM AGRICULTURE PROGRAM
ASSOCIATE IN APPLIED SCIENCE

Program Description

This program is designed for veterans who farm or are engaged in agriculture employment. Only those veteran students who are engaged in suitable agriculture employment will qualify for VA benefits. If a student fails to continue to meet the agricultural employment requirement, his eligibility will be terminated. The program utilizes a "career ladder" approach. This means that the student may pursue either a Diploma, or with the addition of several courses to the Diploma curriculum, he may obtain an Associate in Applied Science degree.

Entrance Requirements

The Veteran Farm Agriculture Program is open to anyone desiring to further his education in the area of agriculture. Those persons desiring VA benefits must receive their principal source of income from farming. This criteria will be evaluated by an on-site visit to determine VA eligibility.

Program Justification

Rapid social and technological change has had many repercussions on agriculture. This program allows the veteran farmer to continue farming and at the same time update his knowledge of agriculture and relevant skills. The importance of this program in a rural, primarily agricultural economy cannot be overstressed.

REQUIRED CURRICULUM

		1st Quarter	Credits
AGR	100	Farm Pond Development	1(1-0)
AGR	101	Farm Tractors I	3(2-3)
AGR	102	Farm Business Management	2(2-0)
AGR	104	Beef & Swine Production	2(2-0)
			8(7-3)

		2nd Quarter	Credits
AGR	105	Farm Tractors II	4(5-3)
AGR	123	Horticulture	2(2-0)
			6(7-3)

		3rd Quarter	Credits
AGR	107	Farm Accounting & Records	2(2-0)
AGR	109	Soil Science & Forage Crops	2(2-0)
AGR	125	Cabinetmaking & Repair	3(2-3)
MAT	191	Metric System	1(1-0)
			8(7-3)

		4th Quarter	Credits
AGR	124	Plant Propagation — Identification	1(1-0)
AGR	134	Tobacco Production	2(2-0)
AGR	114	Farm Electrification	3(2-3)
AGR	131	Soybean Production	2(2-0)
			8(7-3)

		5th Quarter	Credits
AGR	156	Techniques of Welding I	3(2-3)
AGR	111	Feeds and Feeding	2(2-0)
agr	113	Wildlife Management	2(2-0)
AGR	115	Farm Service Agency	1(1-0)
			8(7-3)

		6th Quarter	Credits
AGR	136	Agricultural Math	1(1-0)
AGR	130	Pesticides	2(2-0)
AGR	132	Livestock Diseases & Parasites	2(2-0)
AGR	122	Farm Machinery Repair & Maintenance I	3(2-3)
			8(7-3)

		7th Quarter	Credits
AGR	128	Farm & Home Construction I	3(2-3)
AGR	121	Weed Identification & Control	2(2-0)
AGR	135	Agriculture Law	2(2-0)
AGR	140	Vegetable Production	1(1-0)
			8(7-3)

		8th Quarter	Credits
AGR	138	Farm Records & Taxes	2(2-0)
AGR	139	Fertilizers & Lime	2(2-0)
AGR	158	Farm & Home Construction II	3(2-3)
AGR	162	Farm Marketing	1(1-0)
			8(7-3)

		9th Quarter	Credits
AGR	144	Opportunities in Agriculture Business	1(1-0)
AGR	133	Farm Water & Plumbing Systems I	3(2-3)
AGR	110	Animal Science	2(2-0)
AGR	117	Grain Crops & Animal Feed	2(2-0)
			8(7-3)

		10th Quarter	Credits
AGR	153	Farm Water & Plumbing Systems II	3(0-5)
AGR	141	Surveying	3(2-3)
			6(2-8)

		11th Quarter	Credits
AGR	137	Home Appliance Repair	4(2-3)
AGR	143	New Sources of Farm Income	2(2-0)
AGR	163	Seed Production	2(2-0)
AGR	164	Community Leadership	1(1-0)
			9(7-3)

		12th Quarter	Credits
AGR	171	Farm Insurance	2(2-0)
AGR	172	Outdoor Recreation	1(1-0)
AGR	173	Forest Farm Management	2(2-0)
AGR	174	Botany	3(2-3)
			8(7-3)

Upon the completion of the Diploma Program the student may elect to continue his education in pursuit of an Associate in Applied Science degree. Those additional courses required for this degree are:

RDG	101*	College Reading	3(3-0)
ENG	101*	Freshman English	3(3-0)
ENG	211	Public Speaking	5(5-0)
		Business Elective	3(3-0)
		Social Science Electives or Humanities	8(8-0)
			22(22-0)

Total Credit Hours Required: 116

*The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91

NINE MONTH EXTENSION

Program Objectives

1. To increase efficiency in farming through a better understanding of the latest developments in agricultural technology.
2. To encourage continued education on the part of individuals engaged in farming as their principal occupation.
3. To provide the veteran farmer with more than a basic understanding of all phases of farm operations and improve his kill as a farm manager.

		13th Quarter	Credits
AGR	225	Structural Design of Farm Buildings	3(3-0)
AGR	226	Livestock Disease Control	3(3-0)
AGR	227	Breeding of Farm Animals	2(2-0)
AGR	228	Economic Organization of Agriculture	2(2-0)
			10(10-0)

		14th Quarter	Credits
AGR	229	Vegetable Harvesting and Grading	2(2-0)
AGR	230	Food Processing and Storage	3(3-0)
AGR	231	Swine Management & Production	3(3-0)
AGR	232	Farm Safety	2(2-0)
			10(10-0)

		15th Quarter	Credits
AGR	233	Farm Labor Management	2(2-0)
AGR	234	Farm Estate and Business Planning	3(3-0)
AGR	235	Chemical Control of Weeds	2(2-0)
AGR	236	Agricultural Communications	3(3-0)
			10(10-0)

College Transfer Programs

REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

An Associate in Arts degree may be pursued in the following areas of concentration; Liberal Arts, Agriculture, Business Education, Teaching Elementary, Teaching Secondary.

ORIENTATION - 1 Qtr. Hr.
ORI 100 (Required) ORI 201 (Elective)

ENGLISH - 9 Qtr. Hrs.
ENG 101, ENG 102, ENG 103

READING - 3 Qtr. Hrs.
RDG 101

HUMANITIES AND FINE ARTS - 18 Qtr. Hrs.

Humanities — 12 Qtr. Hrs. selected from the following:
ENG 201, ENG 202, ENG 203, ENG 205, ENG 206, ENG 207, ENG 231, ENG 232, ENG 233, ENG 241
FRE 101, FRE 102, FRE 103, FRE 201, FRE 202, FRE 203, FRE 211, FRE 213
HUM 121, HUM 122, HUM 123, HUM 131, HUM 132, HUM 133, HUM 201, HUM 202, HUM 204, HUM 205, HUM 206, HUM 207
PHI 201, PHI 205
REL 201, REL 202, REL 203
SPA 101, SPA 102, SPA 103, SPA 201, SPA, 202, SPA 203, SPA 211, SPA 212, SPA 213

Fine Arts — 6 Qtr. Hrs. selected from the following:
ART 105, ART 110, ART 111, ART 112, ART 121, ART 131, ART 141, ART 201, ART 202, ART 203, ART 204, ART 210
DAN 101, DAN 121, DAN 131
DRA 101
MUS 101, MUS 102, MUS 103, MUS 104, MUS 105, MUS 154, MUS 164, MUS 174, MUS 201, MUS 202, MUS 203, MUS 204

MATHEMATICS - 9 Qtr. Hrs. selected from the following:
MAT 101, MAT 102, MAT 103, MAT 110, MAT 112*, MAT 113, MAT 170*, MAT 150, MAT 180, MAT 181, MAT 191, MAT 250, MAT 251, MAT 252

*These courses are corequisite

SCIENCE - 12 Qtr. Hrs. selected from the following:
BIO 101, BIO 102, BIO 103
CHM 101, CHM 102, CHM 103
PHS 101, PHS 102, PHS 103
PHY 201, PHY 202, PHY 203

SOCIAL SCIENCE - 19 Qtr. Hrs.

History — 9 Qtr. Hrs.
Selected from the following:
HIS 101, HIS 102, HIS 103,
or
HIS 201, HIS 202, HIS 203

Social Science — 10 Qtr. Hrs. selected from the following:
ANT 120, ANT 125, ANT 132
BUS 221, BUS 222
HIS 210, HIS 211, HIS 212, HIS 214
POL 201, POL 202
PSY 201, PSY 202, PSY 203, PSY 205, PSY 225
SOC 101, SOC 151
SOC 201, SOC 202, SOC 203, SOC 225

PHYSICAL EDUCATION - PED 101 Required & 1 Qtr. Hr. selected from 100-level PED courses.

ELECTIVES - 22 Qtr. Hrs.

It is recommended that elective hours be taken in the liberal arts area and/or cognate areas to the student's major area of concentration.

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN ARTS DEGREE: 96 Quarter Hours.

REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

An Associate in Science degree may be pursued in the following areas of concentration — Pre-Engineering, Mathematics, Science.

ORIENTATION — 1 Qtr. Hr.
ORI 100 (Required), ORI 201 (Elective)

ENGLISH — 9 Qtr. Hrs.
ENG 101, ENG 102, ENG 103

READING — 3 Qtr. Hrs.
RDG 101

HUMANITIES AND FINE ARTS — 6 Qtr. Hrs selected from the following:
HUM 201, HUM 202
or
ART 201, ART 202, ART 203
ENG 205, ENG 206, ENG 206
ENG 231, ENG 232, ENG 233, ENG 241
MUS 105
PHI 201

MATHEMATICS — 20 Qtr. Hrs. selected from the following:
MAT 112*, MAT 113
MAT 150, MAT 170*
MAT 250, MAT 251, MAT 252
*These courses are corequisite.

SCIENCE — 24 Qtr. Hrs. selected from the following:
BIO 101, BIO 102, BIO 103
BIO 211, BIO 212, BIO 213
BIO 240, BIO 241
CHM 101, CHM 102, CHM 103, CHM 203
PHY 201, PHY 202, PHY 203

SOCIAL SCIENCE — 9 Qtr. Hrs. selected from the following:
HIS 101, HIS 102, HIS 103
or
HIS 201, HIS 202, HIS 203

PHYSICAL EDUCATION — 3 Qtr. Hrs. selected from 100-level PED courses.

ELECTIVES — 21 Qtr. Hrs.

It is recommended that elective hours be taken in the liberal arts area and/or cognate areas to the student's major area of concentration.

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN SCIENCE DEGREE: 96 Quarter Hours.

REQUIREMENTS FOR THE ASSOCIATE IN FINE ARTS DEGREE

An Associate in Fine Arts degree may be pursued in the following areas of concentration: Art, Music.

ORIENTATION - 1 Qtr. Hr.
ORI 100 (Required), ORI 201 (Elective)

ENGLISH - 9 Qtr. Hrs.
ENG 101, ENG 102, ENG 103

READING - 3 Qtr. Hrs.
RDG 101

HUMANITIES - 13 Qtr. Hrs. selected from the following:
HUM 201, HUM 202 or 10 Qtr. Hrs.
Selected from the following:
ART 201, ART 202, ART 203
ENG 201, ENG 202, ENG 203, ENG 231, ENG 232, ENG 233
MUS 105
PHI 201

SCIENCE AND/OR MATHEMATICS - 7 Qtr. Hrs. selected from the following:

Science
BIO 101, BIO 102, BIO 103
CHM 101, CHM 102, CHM 103
PHS 101, PHS 102, PHS 103

Mathematics
MAT 101, MAT 102, MAT 103, MAT 110, MAT 112*, MAT 113, MAT 170*, MAT 180, MAT 181

*These courses are corequisite.

SOCIAL SCIENCE — 9 Qtr. Hrs.
Selected from the following:
HIS 101, HIS 102, HIS 103 or HIS 201, HIS 202, HIS 203

PHYSICAL EDUCATION — 3 Qtr. Hrs.
PED 101 required and 1 Qtr. Hr. selected from 100-level PED courses. ELECTIVES 3 Qtr. Hrs.

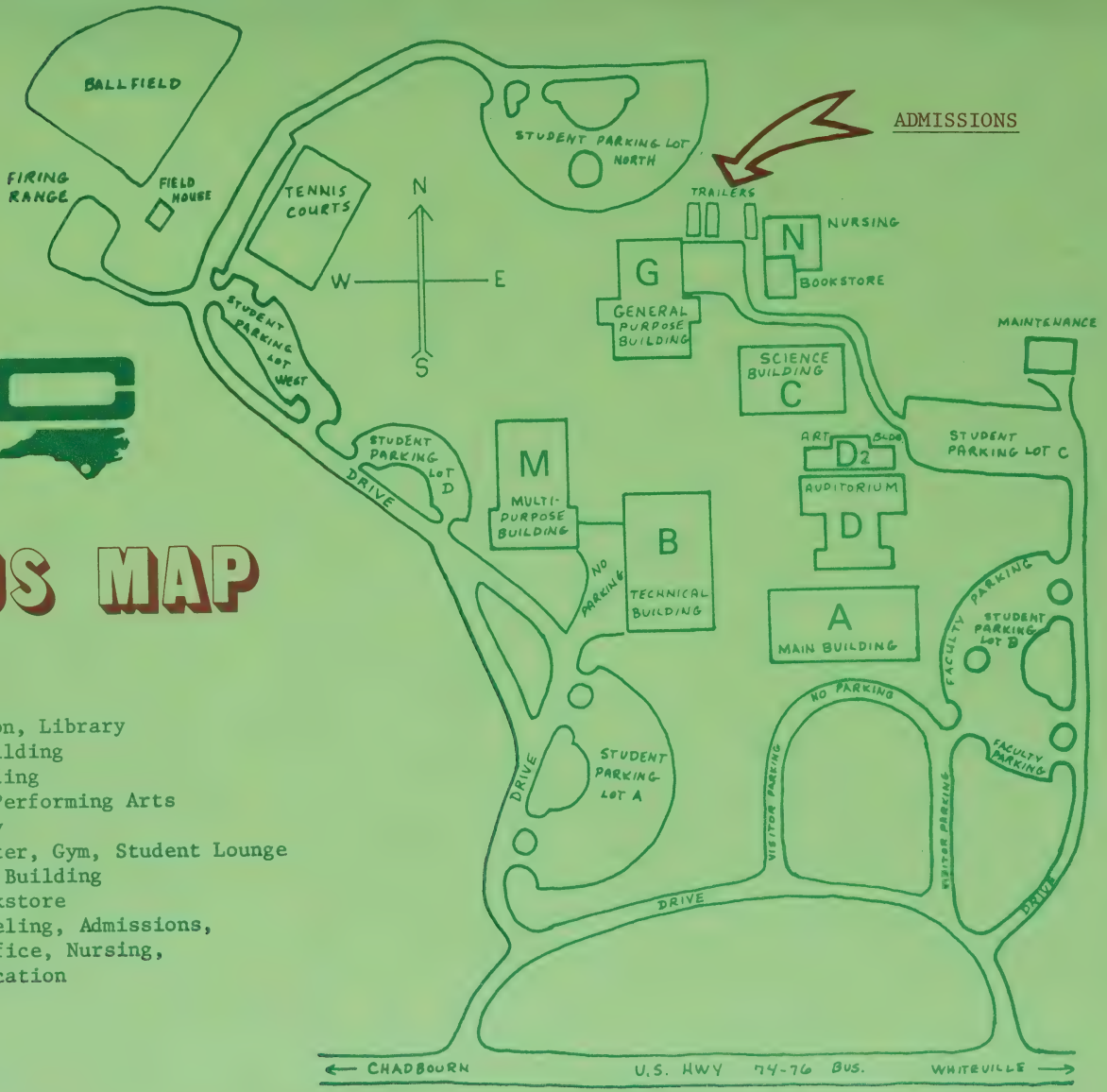
It is recommended that electives be taken in the liberal arts area and/or cognate areas to the student's major area of concentra.

PROFESSIONAL PROGRAM COURSES — 48 Qtr. Hrs.

Forty-eight quarter hours selected from coures available in the student's major area of concentration and selected to meet the needs of the student. (Requirements for the art and music programs differ. Course planning is essential to determine which courses are necessary to complete either program. Students must consult their advisor before undertaking any professional program course.)

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN FINE ARTS DEGREE: 96 Quarter Hours

CAMPUS MAP



A- Administration, Library
B- Technical Building
C- Science Building
D- Auditorium, Performing Arts
D2- Art, Pottery
G- Learning Center, Gym, Student Lounge
M- Multipurpose Building
N- Nursing, Bookstore
Trailers- Counseling, Admissions, Personnel Office, Nursing, Physical Education

C378
S72

Southeastern Community College

Whiteville, North Carolina

BULLETIN
1981-83



"An Equal Employment Opportunity/Affirmative Action Employer"

Annual Calendar 1981-82

FALL QUARTER

August 19	Wed.	End of 1981 Summer Session
September 1	Tues.	Faculty Returns (Orientation, Workshop, and Advisement - Morning, Afternoon, and Evening)
September 2	Wed.	Advisement Sessions
September 3	Thur.	Registration - Returning Students & Evening Classes
September 4	Fri.	Registration - Entering Students
September 8	Tues.	Regular Classes Begin
September 14	Mon.	Last Day to Register or Add Classes
October 8	Thur.	Last Day to Drop Classes Without W/F W/P Grade
October 15	Thur.	Mid-term
November 23	Mon.	End of Quarter

WINTER QUARTER

November 30	Mon.	Registration (Day and Evening Classes)
December 1	Tues.	Regular Classes Begin
December 7	Mon.	Last Day to Register or Add Classes
December 22	Tues.	Christmas Recess Begins 10:00 p.m.
January 4	Mon.	Classes Resume
January 11	Mon.	Last Day to Drop Classes without W/F W/P Grade
January 18	Mon.	Mid-term
February 25	Thur.	End of Quarter

SPRING QUARTER

March 1	Mon.	Registration (Day and Evening Classes)
March 2	Tues.	Regular Classes Begin
March 9	Tues.	Last Day to Register or Add Classes
April 1	Thur.	Last Day to Drop Classes Without W/F W/P Grade
April 8	Thur.	Mid-term
April 9	Fri.	Easter Holiday
April 12	Mon.	Easter Holiday
May 19	Wed.	End of Quarter
May 23	Sun.	Graduation

SUMMER QUARTER

June 1	Tues.	Registration for First and Full Summer Sessions (Day and Evening Classes)
June 2	Wed.	Regular Classes Begin
July 5	Mon.	Independence Holiday
July 12	Mon.	End of First Summer Session
July 13	Tues.	Registration for Second Summer Session
July 14	Wed.	Second Summer Session Begins
August 20	Fri.	End of Quarter



SOUTHEASTERN COMMUNITY COLLEGE

It is for you, the people of our service area, that Southeastern Community College exists; therefore, who and what Southeastern Community College is depends on what your needs are. To this end the objectives of Southeastern Community College are:

To provide two-year college programs for transfer to a four-year college or university.

To provide technical-vocational programs which will prepare the students for employment in a specialized vocation.

To provide suitable courses and programs for adult students and qualifying high school students who desire to further their education, to improve their personal or business efficiency, or to enrich their cultural lives.

To serve as a center to foster cultural development in the College community.

Southeastern Community College enthusiastically supports the open door policy. If you are 18 years of age or older and think you may need Southeastern Community College, chances are Southeastern can serve you.

Southeastern Community College, P.O. Box 151, Whiteville, N.C. 28472 Telephone: 919/642-7141

Annual Calendar 1982-83

Fall Quarter

August 20	Friday	End of 1982 Summer Session
August 30	Monday	Faculty Returns (Orientation, Workshop, & Advisement - Morning, Afternoon, Evening)
August 31	Tuesday	Advisement Sessions
September 1	Wednesday	Registration - Returning Students & Evening Classes
September 2	Thursday	Registration - Entering Students
September 3	Friday	Regular Classes Begin
September 6	Monday	Labor Day Holiday
September 9	Thursday	Last Day to Register or Add Classes
October 5	Tuesday	Last Day to Drop Classes Without W/F W/P Grade
October 12	Tuesday	Mid-term
November 19	Friday	End of Quarter

Winter Quarter

November 29	Monday	Registration (Day & Evening Classes)
November 30	Tuesday	Regular Classes Begin
December 6	Monday	Last Day to Register or Add Classes
December 17	Friday	Christmas Recess Begins 10:00 p.m.
January 3	Monday	Classes Resume
January 12	Wednesday	Last Day to Drop Classes Without W/F W/P Grade
January 19	Wednesday	Mid-term
February 28	Monday	End of Quarter

Spring Quarter

March 7	Monday	Registration (Day and Evening Classes)
March 8	Tuesday	Regular Classes Begin
March 14	Monday	Last Day to Register or Add Classes
April 1	Friday	Easter Holiday
April 4	Monday	Easter Holiday
April 8	Friday	Last Day to Drop Classes Without W/F W/P Grade
April 15	Friday	Mid-term
May 25	Wednesday	End of Quarter
May 29	Sunday	Graduation

Summer Quarter

June 1	Wednesday	Registration for First and Full Sessions (Day and Evening Classes)
June 2	Thursday	Regular Classes Begin
July 4	Monday	Independence Holiday
July 11	Monday	End of First Summer Session
July 12	Tuesday	Registration for Second Summer Session
July 13	Wednesday	Second Summer Session Begins
August 19	Friday	End of Quarter

President's Message



Southeastern can offer you one of the finest experiences available in higher education. Our faculty and staff are dedicated to one purpose, that of providing for the student an exceptional environment for learning. Learning at Southeastern means study in the library, chatting with a faculty member in the student lounge, catching up on lab experiences by using individualized instructional packages, visiting with one of our guest performing artists during an evening reception, attending the homecoming dance, attending review sessions with campus tutors, visiting with business or industrial representatives to discuss employment opportunities, serving on college committees, matching your interests and aptitudes with occupational trends, and participating in small group discussions in classes. These opportunities are available at a reasonable cost since tuition and fees are relatively low.

We welcome you to a true community college.

Dan W. Moore

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Addendum
Color insert
Printed June 1982

ACCREDITATION AND MEMBERSHIPS

Southeastern Community College is chartered by the state of North Carolina. It is accredited by the Southern Association of Colleges and Schools and by the North Carolina State Board of Education.

The following programs are specially accredited:

(1) Nursing programs (associate in applied science program and diploma program) are accredited by the North Carolina Board of Nursing.
(2) Cosmetology is accredited by the North Carolina State Board of Cosmetic Arts.

Memberships include:
American Association of Junior Colleges
North Carolina Association of Junior Colleges
Southern Association of Colleges and Schools

ORGANIZATION
BOARD OF TRUSTEES

Billy Hooks, Chairman
Whiteville, N.C.

Henry Wyche, Vice Chairman
Hallsboro, N.C.

L.P. Ward, Secretary
Chadbourn, N.C.

Mrs. Flora Singletary,
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Whiteville, N.C.

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Lake Waccamaw, N.C.

Arthur Williamson, Jr.
Chadbourn, N.C.

S.G. Koonce
Chadbourn, N.C.

Current S.G.A. President

ADMINISTRATIVE OFFICERS

Dan W. Moore	President
Walter D. Brown	Dean of Instruction
Harold McMillion	Dean for Student Development
Julia Stocks	Dean for Student Development
Robert G. Stanley	Business Manager





Personnel

Lois Bailey — Biology
B.S. Wake Forest University; M.A.T., UNC-Chapel Hill

William R. Ball — Forest Management
B.S., North Carolina State University; M.A., East Carolina University

Christine Balogh — Art
B.F.A., Academy of Fine Arts, Budapest; M.F.A., Academy of Fine Arts, Vienna

Janos Balogh — Equipment Technican,
B.S., Ra-Film Technical Institute, Budapest

Kenneth Barnes — Evening Supervisor
B.S., Atlantic Christian College

Thelma Barnes — English
A.B., Flora MacDonald College; M.A.T., Duke University

Eleanor G. Benbow — Learning Center Instructor
B.S. High Point College

Vivian Beresoff — Science Lab Assistant
A.A., Columbia College

Chester M. Biggs, Jr. — Audio-Visual Coordinator Learning Resources Center
B.S., University of Oklahoma; M.A., Appalachian State University

Elaine Bivens — Articulation Coordinator
B.A., UNC-Greensboro

Ray Blackburn — Business
B.S., UNC-Wilmington; M.B.A., East Carolina University

Eric Brandt — Learning Center/ Emergency Care
B.S.H.S., Western Carolina University Certificate, Red Cross Instructor

Robert Brooks — Special Services-Upward Bound
A.A., Kittrell College; B.A., Elizabeth City State University; M.A., Central Michigan University

J.R. Brown, Jr. — Columbus Workshop
A.A., Southeastern Community College

Walter D. Brown — Dean of Instruction
B.A., Eastern New Mexico University; M.A.Ed., Eastern Carolina University

Freda M. Bullard — Business
A.A., Southeastern Community College; B.S., Pembroke State University; M.S.B.E., UNC-Greensboro

Richard F. Burkhardt — Music
B.S., Appalachian State University; M.M., Jordan College of Music, Butler University

Brenda Carter — Advisement Supervisor/ Business Instructor
B.S.A., UNC-Greensboro; MA N.C. State

Robert Carter — English
B.A., Frederick College; M.A., University of Virginia

Gary Alan Cheers — Coordinator Brunswick County
B.A., UNC-Chapel Hill; M.A.T., University of Florida

James Clifton — Social Sciences
B.A., Wake Forest University; M.A., Duke University

Nancy Pearson Clifton — English
A.B., Smith College; M.A.T., Duke University

Linda Cole, R.N. — Nursing
B.S. East Carolina University; M.A. Ed. N.C. State U.

Winifred Coleman, R.N. — Nursing
B.S., Mars Hill College

Henry J. Conner — Computer Supervisor Research Assistant
Special Courses in Data Processing—Burroughs Corporation, South Dakota School of Mines and Technology, Air University

Winifred B. Cooke — Director, Resources for Student Learning
B.S., Evangel College; M.A.C.T., UNC-Chapel Hill

Christian Marshall Cupp — Library
B.S., East Tennessee State University; M.A., East Tennessee State Univesity; LPN, Womack Hospital

Theresa G. DeCarlo — Financial Aid Officer
Pembroke State University

Brenda Ebron — RSL-Tutorial Coordinator/ Instructor
B.A., Shaw University

Phyllis J. Feagin — Dean, College Transfer Programs
B.A., Fort Wright College; M.A., Clarke College

Vivian Floyd — Coordinator, Cooperative Education
B.S., Pembroke State University; M.A.Ed., East Carolina University

Harry Foley — Supervisor, Adult Education
B.S., Western Carolina University

Pauline E. Ford — Columbus Workshop

Leon M. Fox, Jr. — Dean of Occupational Education
B.S., North Carolina State University; M.B.A., University of Georgia

Lauren George — Child Development
A.A., Southeastern Community College; B.S.H.E., UNC-Greensboro M.Ed., UNC-Greensboro

Janet Gray, R.N. — Nursing
B.S.N., East Carolina University

George Greene — Transportation Maintenance
U.S. Navy Schools in Diesel Mechanics; General Motors Auto School

Charles E. Grigsby — Mathematics
B.S., UNC-Chapel Hill; M.A.T., Duke University; Ph.D., UNC-Chapel Hill

Evelyn Hamby — Learning Resource Center/ Library Assistant
A.A.S., Caldwell Community College

Susan Harmuth — Director, RSVP
B.S., Radford College, M.S., Radford University

William A. Harper — Mathematics
B.S., East Carolina University; M.A., East Carolina University

Sue W. Hawks — Recruitment Coordinator
B.S., East Carolina University; M.A.Ed., North Carolina State University

Arnold Herring — Coordinator/SCC-Pender County
B.S., N.C. Central University; MA Duke University

Frances Holmes — Columbus Workshop
B.A., USC-Coastal Carolina

Shirley B. Hough — Business
B.S., Flora MacDonald College; M.A., Appalachian State University

Teresa Miller Hughes — Financial Aid Assistant
B.A., Meredith College

Janice Hunter — Writing Center Instructor
B.A. San Jose State University, M.A. San Francisco State University

Fred Hurteau — Graphics Artist
A.A.S., Technical Institute of Alamance

Robert Jackson — Welding
Certified Welder, Newport News Shipbuilding & Dry Dock Company

Helen Jones — Cosmetology
Diploma, Southeastern Community College

Jacobyna Jones — Business
B.A., Elon College; M.A., Appalachian State University

Kathy E. Justice — English
B.A., Wilmington College; M.A., Appalachian State University

Robert L. King — Biology
B.A., Elon College, M.A., Appalachian State University

Ruby Lambdin — English
B.S., Concord College; B.A., Concord College; M.A., West Virginia University

Sharon Lawrence — Counselor
B.A. Elizabeth City State University, M.A. NC Central University

Becky Lundy — Reading
B.A., University of Arizona; M.Ed., Francis Marion College

Jacqueline R. Lye — English
B.A., Elon College; M.A.Ed., Western Carolina University

Sandra Malpass — Nursing
B.S.N., East Carolina University

Vernon Marlin — Mathematics
B.S., Southern Illinois University; M.S., Southern Illinois University; Ph.D., UNC-Chapel Hill

Marion Martin — Chemistry
A.B., Duke University; M.A., Duke University

W. Ronald McCarter — President
A.B., UNC-Chapel Hill; M.Ed., UNC-Chapel Hill; Ed.D., North Carolina State University

Doris McGavisk, R.N. — Nursing
Diploma, Watts Hospital School of Nursing; B.S., Mars Hill College; M.A.Ed., North Carolina State University

Kay B. McLawhorn — Instructor, Learning Center
B.S., East Carolina University; MA Ed. East Carolina University

Harold McMillion — Director of Special Services/ Upward Bound
B.A., Marshall University; M.A., Marshall University; Ed.D., Nova University

Nannette Manning — Counselor, Psychology, RSL
B.S., Virginia Polytechnic Institute; M.A., Virginia Polytechnic Institute

Sharyn McSwain — Music
B.M., Mars Hill College; M.M. University of Kentucky

Thomas Mehalic — Criminal Justice
Institute of Applied Science; A.A.S., Southeastern Community College; B.S. Pembroke State University

Ira Melvin — Welding
Certificate, Wilson County Technical Institute

John Merritt — Agriculture Science
B.S., North Carolina State University

Mary Miller — Special Services
B.A., College of Notre Dame, M.A., Loyola College, Ed.S., University of Northern Colorado

Dan W. Moore — Dean for Student Development
A.B., Guilford College; M.S., Virginia Commonwealth University; Ed.D., North Carolina State University

Joseph K. Nance — Physical Education
A.B., UNC-Chapel Hill; M.Ed., UNC-Chapel Hill

Nancy Nance — Nursing
B.S., UNC-Charlotte

Joseph Newsome — Industrial Maintenance
A.A.S., Southeastern Community College

Jan Niedringhaus — Women's Center Coordinator
B.S., Duke University; M.A., Wake Forest University

Roland C. Norris — Registrar
A.A., Campbell College; B.S., East Carolina University; M.Ed., East Carolina University

Rene Nye — Child Development
B.S., Pembroke State University

Betty Ann Page, R.N. — Director of Nursing
A.A.S., Southeastern Community College; B.S. Medical College of Georgia; M.S.N., Medical College of Georgia

Edward Pate — Welding
Certificate, Wilson County Technical Institute; Diploma, Cape Fear Industrial Training Center; Diplomas, International Correspondence School; A.A.S., Southeastern Community College

Eva Patterson — Special Services/Upward Bound
B.A., St. Augustine's College

Alvin Phillips — Outdoor Recreation Program
B.S., Clemson University; M.S., UNC-Chapel Hill

Martha Powell — Columbus Workshop
B.S., Salem College

Robert W. Priest — Coordinator of Student Activities

Judy E. Sarvis — Special Services/ Upward Bound
B.S., Pembroke State University, M.A.Ed., Western Carolina University

Gary Shaw — Electrical
A.A.S., Southeastern Community College

Sue Shaw, R.N. — Nursing
A.A., Mars Hill Junior College; B.S., Mars Hill College

Marshall Shepherd — Criminal Justice
A.A., Guilford College; B.S., Guilford College; M.A., East Carolina University

Phillip Simmons — Human Resource Development
University of Maryland; Electronic Certificate USAFI

William D. Small, Jr. — Superintendent, Building & Grounds
Diploma, Command and Staff College; Diploma, Aircraft Maintenance & Management

Audra A. Smith — Cosmetology
Certificate, Richmond Academy Vocational Technical School; Ray Phillips Salisbury Beauty School

Shaffer Smith — Electrical Engineering Technology
Central Conneticut State College; U.S. Navy Electrical School

Steve Smith — Director of Development and Public Information
A.B., Atlantic Christian College; M.P.H., UNC-Chapel Hill

Glenda Dickens Snotherly — Financial Aid Assistant
B.A., Elon College

Robert G. Stanley — Business Manager
B.S., East Carolina University; M.A., East Carolina University

James Starnes — Social Sciences
A.B., High Point College; B.D., Emory University; M.A., East Carolina University

Julia M. Stocks — Director of Counseling Services and Personnel Officer
B.A., Duke University; M.Ed., Duke University

Wesley Thompson — Counselor
B.S., Jacksonville State University; M.E., University of Virginia

John A. Voorhees — Social Science/Humanities
B.A., Bera College; M.A., University of Illinois

Anita Walker — Mathematics
A.S., Mt. Olive Junior College; B.S., Mars Hill College; M.A., Appalachian State University

Herschel Walsh — Physical Education
B.A., Western Kentucky; M.A., East Tennessee State

Betty Jo Walters — Cosmetology
Atlantic Beauty College; Robeson Technical Institute

T. Tucker Ward — Automotive Mechanics
U.S. Army Schools in Diesel Mechanics

Curtis Welborne — Humanities/Social Science
A.B., Elon College; M.A., East Carolina University

Daniel E. Wilkins — Transportation Maintenance
Diploma Fayetteville Technical Institute

Marian Williams — Assistant Librarian
A.A., Southeastern Community College; B.A., Methodist College

Elatha Wilson — Tailoring and Alterations
Certificate, Supervisor Training, Southeastern Community College

William L. Wilson, Jr. — Dean of Adult Education
B.S., Louisiana State University; M.S., Louisiana State University

Robert L. Young — Physical Education
B.S., Campbell College; M.A., Appalachian State University

Classification of Programs

CERTIFICATES, DIPLOMAS, AND DEGREES CONFERRED BY SCC

1. **Certificate:** The certificate is conferred upon successful completion of occupational programs of less than one year in length.
2. **Diploma:** The diploma is conferred upon successful completion of specified one-year occupational programs
3. **Associate in Applied Science:** This degree is conferred upon successful completion of specified two-year occupational programs.
4. **Associate in Arts:** This degree is conferred upon successful completion of specified college transfer programs of the liberal arts variety.
5. **Associate in Fine Arts:** This degree is conferred upon successful completion of specified college transfer programs of the arts variety (i.e., music and visual art).
6. **Associate in Science:** This degree is conferred upon successful completion of specified college transfer programs of the science and technical variety (i.e., pre-engineering, math, and science).

APPEARANCE OF PROGRAM BY DEGREE

Students must be 18 years of age or older. High school diploma or GED is required; however, students who do not meet these requirements may be accepted as special students.

	CERTIFICATE, DIPLOMA OR DEGREE
Agricultural Science	A.A.S
Air Conditioning, Heating, and Refrigeration	Diploma
Automotive Body Repair	Diploma
Automotive Mechanics	Diploma
Business Administration	A.A.S.
Carpentry and Cabinetmaking	Diploma
Child Development (Child Care Worker)	Diploma
Child Development (Early Childhood Specialist) (Teacher Associate with Reading Teaching Emphasis)	A.A.S.
Cosmetology	Diploma
Criminal Justice (Law Enforcement/Corrections)	A.A.S.
Electrical Engineering Technology	A.A.S.
Electrical Installation and Maintenance	Diploma
Electronic Servicing	Certificate
Electronic Servicing	Diploma
Forest Management Technology	A.A.S.
General Office Technology	A.A.S.
High School Diploma Program (ABE/GED)	Diploma
Industrial Maintenance-Electromechanical	Diploma
Instrumentation Technology	A.A.S.
Nurse Assistant	Certificate
Nursing (ADN)	A.A.S.
Outdoor Recreation Resources	A.A.S.
Plumbing and Pipefitting	Diploma
Pottery Production	Diploma
Practical Nursing	Diploma
Secretarial Technology	A.A.S.
Transportation Maintenance Technology	A.A.S.
Veteran Farm Agriculture Program	A.A.S.
Veteran Farm Agriculture Program	Diploma
Vocational Instructors Program	A.A.S.
Welding	Certificate
Welding	Diploma

HIGH SCHOOL DIPLOMA REQUIRED:	CERTIFICATE, DIPLOMA, OR DEGREE
Courses leading to Associate in Arts	A.A.
Courses leading to Associate in Fine Arts	A.F.A.
Courses leading to Associate in Science	A.S.
Courses leading to Associate in Applied Science	A.A.S.

Admissions

ADMISSIONS

SCC has revised the admissions process so that prospective students must complete a minimum of paperwork and/or make a minimum of trips to the campus. Interested persons should request an application by mail or telephone (642-7141, Ext 264) or by visiting the campus. The information required to complete the admissions process is as follows: (1) complete application form including photograph; (2) high school transcript or GED: (3) college transcript if applicable; (4) Southeastern Community College Placement Test scores; and (5) admissions interview with a counselor. (Additional requirements and admissions criteria for prospective nursing students are available upon request).

POLICY FOR ADMISSION OF CERTAIN HIGH SCHOOL STUDENTS

By authority of the North Carolina State Board of Education and agreements among the Southeastern Community College Board of Trustees and local Boards of Education, high school students may enroll at the College for credit and non-credit courses. Students must be at least 16 years of age, have the permission of their high school principal, and meet other criteria set forth in State and local guidelines. Additional information about this special program is available through the College and/or area high schools.

POLICY FOR ADMISSION OF INTERNATIONAL STUDENTS

1. In addition to a completed application, including transcripts from high school and previous colleges attended, an applicant's folder must contain:

(a) Scores on the Test of English as a Foreign Language (TOFEL).
(b) A completed copy of the College's Financial Statement for International Students.

2. The form I-20 (Immigration and Naturalization) is to be completed by a College official and the student. The College MUST retain a copy of this form, and the student (in some cases the College) mails this form to Immigration and Naturalization. It is on the basis of this form that an individual receives a student visa. Students are allowed to enter classes on the basis of the completed I-20 and documents cited in Item 1. Should a student visa not be issued, or should the College be notified by Immigration and Naturalization Services of other problems, the student will be asked to withdraw from the College.

3. It is the responsibility of the international student to see that subsequent required forms for the extension of visa, etc., are initiated and mailed to appropriate government officials.

4. All other admissions related procedures, such as required placement tests in reading and English, are also applicable to international students.

TESTING AND PLACEMENT

Since SCC is interested in meeting the individual needs of its students, placement tests in the areas of reading and English will be administered to all entering college transfer and technical degree students and to all veterans who expect to receive VA educational benefits. Initial placement of these students in mathematics courses will be based on the student's high school record and interview with a counselor; then on the first class day, the student will be tested to ensure that he has been correctly placed in mathematics. A graduation plan which reflects the individual student's entrance skills will be developed for each student. If placement tests indicate the student's skills in reading, writing, or mathematics are above average, he may allowed to take advanced courses. If the tests or other measures indicate that a student has not yet developed sufficient skill levels in mathematics and/or English, he may be directed to enroll in a skill-building course(s) in addition to courses required of all graduates; or he may be placed in developmental sections of English, reading, and math. All prescribed developmental courses must be completed within the first 36 hours of full credit courses unless the student obtains special permission from his program dean.

All vocational students (except veterans) and special students who are not enrolling in English, reading or mathematics courses are not required to take placement tests; nor are students transferring into Southeastern Community College who have already satisfactorily completed freshman-level English, reading, and mathematics courses at a prior institution.

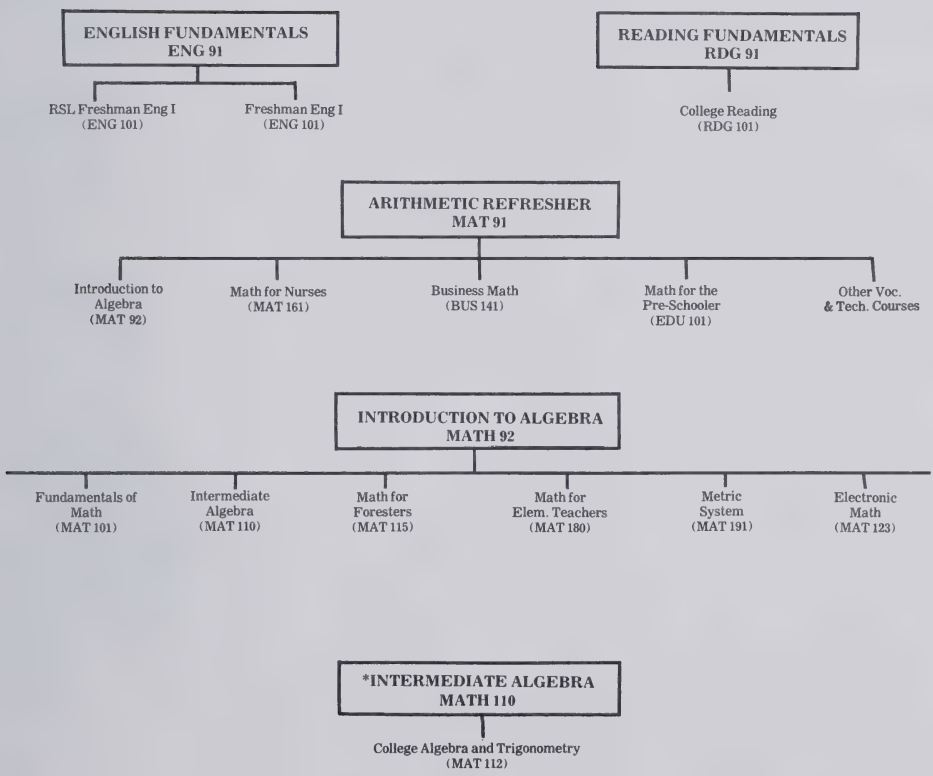
The college transfer, technical, or VA student is required to take a placement test before he is assigned an advisor. He will be notified by the admission office of the dates the placement test will be administered. Many students find it advantageous to take the placement tests early in the spring, so that they can take prerequisite courses during the summer. All students entering degree programs are expected to have a test interpretation and course selection session with a counselor.

Southeastern Community College is an Equal Opportunity/Affirmative Action Employer and complies with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. A copy of Southeastern's Affirmative Action Plan is on file in the Library.

DEVELOPMENTAL COURSES PREREQUISITES

In order to meet the individual needs of its students, SCC has designed skill-building courses in English, reading and math. A student may "place out" of skill-building courses by achieving specified scores on the placement tests. A student scoring below the specified cut-off scores may be required (depending on the student's program) to complete one or more skill-building courses in addition to other requirements in that program.

Satisfactory placement test scores or completion of the developmental courses shown in the boxes is required for entrance into the courses listed below the boxes. The student should check the schedule for his program to see if any of the courses requiring prerequisite skills are included.



*While Intermediate Algebra is considered developmental for those planning to take College Algebra and Trigonometry, this course counts toward graduation requirements in math and does not add hours to the number of hours needed to graduate.

Students who enroll in ENG 91 or RSL ENG 101 or ENG 102 or other "90-level" courses will be required to take ORI 101 instead of ORI 100.

Expenses, Financial Aid

TUITION

Tuition is paid by each student when he/she registers for a course or courses at the beginning of each quarter.

Tuition is based on the number of CREDIT HOURS for which the student is registered. All IN-STATE students pay each quarter $3.25 per credit hour up to a maximum of $39.00 per quarter. (See RESIDENCY.) OUT-OF-STATE students pay each quarter $16.50 per credit hour; full time out-of-state students (12 credit hours or more) pay $198.00 per quarter. (See RESIDENCY.)

STUDENT ACTIVITY FEE

Student who take at least one course on campus and who enroll for eight or more hours will pay as follows:

Fall Quarter	$8.00
Winter Quarter	8.00
Spring Quarter	8.00
Summer Quarter	
(a) full session and/or first session	1.00
(b) second	1.00
	$25 or $26.00

STUDENT IDENTIFICATION CARD

Curriculum students who receive an ID card are charged $1.00. This card also serves as a library card.

STUDENT INSURANCE

A low cost student insurance plan is available to all students. Students are urged to take advantage of this insurance. Each student is advised that technical institutes and community colleges are governmental agencies and as such are immune to liability in any suit which a student might institute for damage as a result of injuries received at school. It is, therefore, in the student's interest to protect himself with accident insurance.

CONTINUING EDUCATION STUDENTS

(Including High School Diploma Students)

There is a $5.00 registration fee for all students enrolled in continuing education programs. Exempt from this fee are local law enforcement officers, volunteer firemen, volunteer life saving personnel, prison inmates, and students enrolled in training programs for civil preparedness, and persons 65 years old or older.

BASIC EDUCATION STUDENTS

There is no tuition for basic education students.

RESIDENCY

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. In essence, the controlling North Carolina statute (G.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes." Ownership of property in or payment of taxes to the State of North Carolina does not automatically qualify one for the in-state tuition rate. Failure to provide requested information for residency classification can result in the student's being classified as a non-resident for tuition purposes and disciplinary action. A student who believes that he or she has been erroneously classified shall be permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee.

Regulations concerning the classification of students by residence for purpose of applicable tuition differentials are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. A copy of the manual is available in the Student Development Center for student inspection.

REFUNDS

Tuition refunds shall not be made unless the student is, in the judgment of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within ten calendar days after the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for amounts of $5.00 or less, unless a course or curriculum failed to materialize, in which case all tuition shall be refunded. No refunds will be made for changes in total class hours that are made solely for personal convenience. This policy applies to evening school as well as the day school. In the summer session, two/thirds of the tuition will be refunded only if withdrawal for unavoidable reasons occurs within five calendar days after the first day of class.

All refunds are forfeited for any student failing to adhere to proper withdrawal procedures.

STUDENT FINANCIAL AID

Southeastern Community College offers a variety of financial aid opportunities. The primary purpose of SCC's financial aid programs is to provide assistance to those students who, without aid, would be unable to begin or continue their college education.

Students who need financial assistance should contact their high school guidance counselor or the SCC Financial Aid Officer for information and applications. Those applying for assistance must file a Financial Aid Form (FAF) or a Family Financial Statement (FFS) designating BEOG and SCC as recipients of the needs analysis and an Institutional Data Form (IDF). These forms should be completed and received in the Financial Aid Office by April 15 to allow time for processing so that awards can be made before Fall Registration. To be eligible for financial assistance, the entering freshman must be a high school graduate and must meet all admissions requirements. Returning students must be in good academic standing as outlined in the Student Handbook, and the Student Financial Aid Handbook.

Below is a brief description of all financial aid programs administered by Southeastern Community College. A more detailed description of these programs is published yearly in the Student Financial Aid Handbook.

GRANTS AND SCHOLARSHIPS

1. Basic Educational Opportunity Grant Program (BEOG)

Basic Grants are federally funded and there is no specified field of specialization. The amount varies and is based on a formula which takes into account the amount a student and/or his family can contribute to his education. The award cannot be greater than one-half the cost of attending Southeastern Community College. These grants are based on entitlement and demonstrated need. The amount is fixed by the Federal Government and cannot be adjusted by the college.

2. Supplemental Education Opportunity Grant Program (SEOG)

Supplemental grants are federally funded and designed to provide assistance to students who demonstrate exceptional financial need. The minimum grant per year is $200, and recipients must agree to accept an equivalent amount of matching funds from other financial aid programs such as loans, work-study or other grants. SEOGs are non-repayable awards.

3. North Carolina Student Incentive Grant Program (NCSIG)

This program is administrated by the College Foundation, Inc. Funds are provided by the North Carolina State Education Assistance Authority under the 1965 Higher Education Act as amended. To qualify for a NCSIG, students must complete the necessary applications for financial aid, be a legal resident of North Carolina, be accepted for enrollment or enrolled in good standing in an institution of higher education in North Carolina, and demonstrate a substantial financial need. Applications should be received by College Foundation, Inc. by March 31.

4. Federal Nursing Scholarship Program (FNS)

Nursing scholarships are federally funded and are designed to assist students who demonstrate exceptional financial need and who are enrolled in the Associate Degree Nursing Program. These scholarships are non-repayable awards.

5. N.C. Prospective Teachers' Scholarship Loan Program (PTSL)

These scholarship/loans are offered by the North Carolina General Assembly through the State Board of Public Education and the Superintendent of Public Instruction. To be eligible a student must be a North Carolina resident, be enrolled in teacher education, and plan to teach in a North Carolina public school. Students must demonstrate financial need and above average academic potential. Applications may be obtained from the North Carolina Department of Public Instruction, Raleigh, N.C.

6. Institutional Scholarships

Institutional scholarships are offered to students attending SCC by civic organizations, service clubs, and individual donors. They are awarded to students who demonstrate above average academic ability and financial need.

Southeastern Community College offers scholarships to students in several areas. Most of these scholarships are based upon either academic or athletic merit. The Trustees of the College established an Academic Merit Scholarship program in October, 1978, which makes $500 scholarships available to seniors from Columbus County high schools. Athletic scholarships are established primarily through gifts from individuals within the community. These scholarships are distributed to both men and women participating on the College intercollegiate athletic teams.

Several local individuals/organizations provide scholarship funds specifically for nursing students. These scholarships are offered on a competitive basis and generally, are based upon a student's academic capabilities.

The SCC Secretaries Association offers a scholarship each year to a secretarial student who is academically deserving of such an award.

There are also academic scholarships awarded each year through the Clemmons Trust Fund. Generally, four scholarships are awarded to outstanding students from area high schools. Students receiving these scholarships have selected responsibilities with respect to projects, and they are coordinated through the Clemmons Trust Committee.

All of the above scholarships are available with merit as one consideration.

EMPLOYMENT

1. College Work-Study Program (CWSP)

The College Work-Study Program is federally funded and is designed to provide employment opportunities for students with limited financial resources to help pay for college expenses. The amount of a CWSP award varies and is determined solely on demonstrated need by the financial aid officer. An effort is made to assign students to jobs related to their major field of study or to utilize their specific skills and interest.

2. Plan Assuring College Education (PACE)

PACE-I.N.C. provides employment opportunities for students in their home communities at public or private non-profit agencies or organizations. The program is operated in conjunction with SCC, and eighty percent of funds for students' salaries are made available through the College Work-Study Program. The participating agency (employer) pays the remaining twenty percent. Students are expected to save a substantial portion of their summer earnings for college expenses the following academic year.

3. President's Service Stipend

These stipends are funded by the SCC Foundation and are designed to assist students who, under normal circumstances, cannot demonstrate sufficient need to qualify for federal financial aid funds. These awards cannot be greater than the cost of tuition, and students receiving them must provide a service to the College. Applicants must complete all financial aid applications and must also be sponsored by an SCC faculty-staff member who will supervise the student's service related activities.

4. President's Work-Study Program

The work-study funds are made available through the Southeastern Community College food service. Students who have exceptional financial needs may apply for the President's Work-Study Program under sponsorship of a faculty or staff member who will be supervising their work. These awards cannot exceed $200 per year.

LOANS

1. Federal Nursing Student Loan Program (FNSL)

A student is eligible to apply for the Nursing Loan if he/she is enrolled or accepted for enrollment as a full-time student in the Associate Degree Nursing Program. The interest rate is three percent per year, and a schedule for repayment of the loan is selected by the student at the time he/she ceases to be at least a half-time student in the nursing program. Repayment and interest begin nine months after the student graduates or terminates his enrollment in the nursing program.

2. North Carolina Insured Student Loan Program.

This program is administered by College Founda-

tion, Inc. which is the principal lender for North Carolina. Legal residents of North Carolina may borrow from this loan fund for post-secondary education. A loan cannot exceed one-half the cost of education, and each applicant must demonstrate financial need and maintain satisfactory academic progress. Repayment and interest on Insured Loans begin nine months after a student graduates or terminates his enrollment. These loans carry a seven percent interest rate.

3. Institutional Loans - Uncle Bill and Aunt Cora Jane Ward; C.R. Bailey; and Yetta Leder Loan Funds

The donors of these funds wish to assist students who need loans to continue their education and who demonstrate the intention and general ability to successfully complete the course to be undertaken. Students must be accepted for admission before applications may be considered. Terms of these loans are very generous and should be discussed with the Financial Aid Officer.

4. Short Term Loans - J.H. Land; E.L. Derrick; Ruth Baldwin; and Whiteville Woman's Club

These are short-term loan funds designed to assist students who need small amounts of money for school-related emergency expenses.

5. Watson Trust Fund

This fund is administered by the Misses Yata, Theodosia and Fawn Watson of Fairmont, North Carolina and is intended to assist students in the Fairmont area in pursuing education beyond the high school level.

MISCELLANEOUS

1. Vocational Rehabilitation Grants - Students with a physical disability may obtain grants-in-aid covering fees, books, and supplies through the Vocational Rehabilitation Service. To be eligible an individual must:

(a) Have a disability which interferes with employment.
(b) Have a reasonable chance of becoming suitably employed within an acceptable period of time.
(c) Be of, or close to, working age.

Further information can be obtained from your local Vocational Rehabilitation Office.

2. Veterans Administration Funds - Applicants who have not been separated from the armed services more than 10 years may be eligible for VA educational assistance. Contact the Registrar's Office for further information. Applicants who are dependents of deceased or disabled veterans with a service-connected disability may apply for financial assistance through the North Carolina Department of Veterans Affairs; 227 East Edenton St., Raleigh, N.C. 27611.

Note: For information concerning satisfactory progress and financial aid eligiblity, please see the Student Handbook or the Financial Aid Consumer Information Booklet.



Academic Regulations

OFFICIAL ANNOUNCEMENTS

Southeastern Community College has several official publications which are of interest to applicants and students. These publications include the BULLETIN, the STUDENT HANDBOOK, and the RAM-O-GRAM, which is published and distributed on campus twice each week. All students are responsible for the content of these publications as they relate to activities at the College.

CREDIT

College Credit Hours or (Credits) are earned by students when they spend hours learning a skill such as welding or an academic body of knowledge such as English literature or political science. Courses for which credit hours or credit are given toward a degree or diploma are called CREDIT COURSES.

At SCC credit hours or credits are placed on each CREDIT subject. The number of credit hours is determined by the number of lecture, laboratory, or field experience hours determined necessary for each course.

SCC is on a Quarter System. Credit courses at SCC run for 11 weeks which is equivalent to a quarter. There is a fall, winter, spring, and summer quarter.

CREDIT HOUR EXPLANATION

Example 1. In a three credit-hour course at SCC, a student would normally be in class for three one-hour periods or two 1½-hour periods a week for a quarter.

John Doe's Math Class Schedule

Mon.	Tues.	Wed.	Thurs.	Fri.
8:30		8:30		8:30

or

Jane Doe's History Class Schedule

Mon.	Tues.	Wed.	Thurs.	Fri.
	10:30-12:00		10:30-12:00	

Example 2. In another three credit-hour course, a student may be in a course for three hours once a week.

Joe Doe's Business Class Schedule

Mon.	Tues.	Wed.	Thurs.	Fri.
7:00 pm 10:00 pm				

REGISTRATION PROCEDURES

Registration for classes at Southeastern Community College occurs at the beginning of each quarter and prior to the opening of the second session of summer school. Registration times and dates are normally announced well in advance through public media as well as campus publications. Registration for day classes normally occurs on the day before classes begin and registration for evening classes occurs on the night prior to the beginning of the quarter. Late registration is available through the first five days of the quarter and through the second class meeting for classes which meet only once each week. Additional registration information can be obtained by calling the Registrar's Office prior to the beginning of the quarter.

ADVISEMENT SYSTEM

Southeastern Community College has a faculty advisement program designed to identify and meet the needs of SCC students. Students are assigned an advisor on the basis of program interest. Students will remain with their advisor throughout their stay at SCC unless a change is requested by either the student or the faculty advisor.

STUDENT COURSE LOAD

The normal course load for a full-time freshman student is 15-18 credit hours. A student (freshman or sophomore) desiring to take more than 18 hours must obtain written permission from the dean of his program of study.

DROPPING-ADDING CLASSES

1. If you wish to drop or add a class you should obtain a Registration Change Notice (drop-add form) from the forms rack in the lobby of the main building. After completing required information on the form, you should have it signed by the instructors affected by the change, and by your advisor. Return the completed form to the Registrar's Office. Clearance must also be obtained from the library and financial aid office.

2. A person may register or add classes through the fifth class day of the quarter. (A late fee of $5.00 will be charged for any returning student who registers after the scheduled registration day.)

3. Any class may be dropped within the first 30 calendar days of the quarter without a transcript entry (except for complete withdrawals). After the 30 calendar days, a grade of WP or WF will be recorded for any class dropped.

4. WITHDRAWAL: For complete withdrawal from the College — See No. 1 above.

TESTS AND FINAL EXAMINATIONS

The instructor may give tests and quizzes, oral and written, at his discretion. Regularly scheduled final examinations will be given at the end of each quarter.

GRADING SYSTEM

At the end of the quarter the student will receive final grades for credit courses based on the following QUALITY POINT system:

GRADE	DEFINITION	QUALITY POINTS FOR CREDIT
A	Excellent Work	4 quality points per credit hour earned
B	Good Work	3 quality points per credit hour earned
C	Average Work	2 quality points per credit hour earned
D	Poor work, but passing	1 quality point per credit hour earned
I	Incomplete Work	0 quality points; at least 85% of the course work must be completed and students must complete work by sixth week of the following quarter, unless an earlier date for completion is set. Failure to complete work by the designated date will result in a "F" grade being recorded.
IP	In Progress	
AU	A class is audited for no credit	0 quality points; students who register as AU and stop attending will receive a grade of F.
F	NO CREDIT. The student did not satisfactorily complete the minimum objectives of the course and must re-enroll if he/she wishes to receive credit for the course.	0 quality points
W	Official Withdrawl Student officially withdrew from the College in the first 30 calendar days of the quarter	0 quality points
WP	Official drop or withdrawal after 30 calendar days.	
WF	Official drop or withdrawal after 30 calendar days.	

Each student who is not performing satisfactorily in a subject will receive a mid-quarter evaluation of his progress in each course. Mid-quarter evaluations are for the student and his adviser's informational use and are not placed on the permanent record.

STUDENT CLASSIFICATION

FULL-TIME STUDENT - a student enrolled for 12 or more credit hours per quarter.

PART-TIME STUDENT - a student enrolled for less than 12 credit hours per quarter.

FRESHMAN - a student who has accumulated throughout a number of quarters, less than 45 credit hours.

SOPHOMORE - a student who has accumulated through several quarters more than 45 credit hours but less than 96 credit hours.

SPECIAL STUDENT - a student who has not completed all admission requirements and is not working toward a degree, but wants to take individual credit courses. After 15 credit hours are accumulated, the student should then apply for admission as a regular student. (Exception * All students must take placement tests for English, reading, and mathematics courses.)

WITHDRAWAL FROM COLLEGE

Students desiring to withdraw from the College should contact the Registrar's Office to obtain the necessary form for official withdrawal. A student who fails to withdraw officially will receive a grade of "F" for each course in which he is enrolled and may be unable to register in subsequent quarters. Those students who officially or unofficially withdraw may be asked to meet with the Educational Progress Assistance Committee prior to re-enrollment.

AUDITING

Students may audit courses at Southeastern Community College by going through the same registration procedure and paying the same fees as students taking those courses for credit. Students who audit courses may not be expected to complete the same requirements as students taking the course for credit. Students taking the course as an audit should arrange a meeting with their instructor early in the course to clarify their responsibilities.

ATTENDANCE

It is expected that the student will take responsibility for a class or classes which absolutely MUST be missed. As a matter of courtesy, it is desirable that the reason for the absence be given to the instructor; this should be done prior to the absence whenever possible.

A student may be removed from class with a "F" grade for excessive absences at the discretion of the instructor provided that two conditions are observed: 1) the student has previously been sent a Warning Notice for excessive absences, 2) the number of absences accumulated by the student is equal to at least one more than the number of credits the course carries. Once a student has been dropped for excessive absences, he may not be permitted to re-enter the class without written permission from his program dean. Any persons attending Southeastern Community College with financial assistance from the Veterans Administration must adhere to a special attendance policy. This policy is published in the **Student Handbook**..

PROBATION EDUCATIONAL PROGRESS ASSISTANCE COMMITTEE

The purpose of the committee is to assist the student in the successful completion of his college goals. Successful progress towards graduation requires that the student earn a 2.00 (C) GPA on all hours attempted each quarter. A student whose GPA for any quarter is less than a 1.50 will be placed on probation for the next quarter enrolled. A letter will be sent to the student and he/she must consult with his/her advisor for additional direction. Students who demonstrate academic progress by earning a 2.00 GPA during the probationary quarter will no longer be on probation.

First time probationary students may pre-register for 14 hours maximum. They may use the "Add" process later if the terms of probation are met. Students who have been on probation for more than one quarter in succession are not permitted to pre-register; they must go through the regular registration process.

Students who DO NOT earn a 2.00 (C) GPA during the probationary quarter must meet with the Educational Progress Assistance Committee for guidance. A letter will be sent to those students and an interview time will be scheduled. Some of the ways the committee could assist the students are (but are not limited to):

(1) reduction of course load,
(2) individual or group counseling sessions,
(3) tutoring sessions,
(4) guidance into another curriculum,
(5) guidance into other programs, and
(6) temporary discontinuance of coursework.

NOTE: Students who would like to remove their probationary status summer quarter may do so if they earn a minimum of 2.00 (C) GPA on at least 12 quarter hours. Probationary students who cannot take at least 12 quarter hours during the summer may take courses during the summer and attempt to remove their probationary status during the fall quarter of the next academic year.

For information concerning satisfactory progress and financial aid eligibility, please see the STUDENT FINANCIAL AID HANDBOOK.

ACCESS TO STUDENT EDUCATIONAL RECORDS

BUCKLEY LAW: The Family Education Rights and Privacy Act (amended by S.J. Res. 40) gives students 18 and over, on request, the opportunity to inspect their educational records and an opportunity, if they wish, to challenge the content of their records. Parents of dependent students (according to IRS) have the same rights as noted above. A copy of the College policy is available upon request.

CHANGE OF PROGRAMS-CHANGE OF ADVISORS

Any change in a program by a student, or any advisor change by a student, is not valid unless the changes are made through the official college process. This process begins by contacting the Advisement Coordinator in the Counseling Services Trailer. Students who do not make changes by filing an appropriate request with the Advisement Coordinator will find that their records are neither accurate nor up to date.

ACADEMIC HONORS

Full-time students who excell in their academic work are recognized by Southeastern Community College in the following ways:

1. The Dean's List is published quarterly to recognize those students who have maintained a 3.50 average on a least 12 hours of work (with NO "D", "I", or "F" grades).

2. The Honor's List is published quarterly to recognize those who have maintained a 3.0 to 3.49 grade point average on at least 12 hours of work (with NO "D", "I", OR "F" grades).

3. Full-time college transfer and two-year occupational students who maintain a cumulative GPA of 3.50 on credit hours are invited to join Phi Theta Kappa, a National Honor Fraternity for junior college students.

CREDIT BY EXAMINATION

To obtain credit, a student may take a proficiency examination, approved by the appropriate departmental faculty, the appropriate division dean and the Dean of Instruction. Regular fees will be charged for credit by examination. (Contact the Registrar's Office for the procedure to follow.)

A veteran student may apply for credit toward graduation for training received under any of the armed forces college training programs. Credit may also be granted for specialized and technical training done under the auspices of the armed forces and courses taken through USAFI.

TRANSFER CREDITS

Southeastern Community College accepts "C" grade credits from other institutions when appropriate. The Registrar reviews each application for transfer of credit and makes a decision regarding the amount of credit to be transferred. Sometimes representatives from various departments on campus are consulted to determine an appropriate match between courses taken at other institutions and those offered at Southeastern Community College. Students desiring transfer credit should make a special effort to apply well before the beginning of a quarter. The maximum number of quarter hours that may be transferred into a degree program is 66.

GRADUATION REQUIREMENTS

1. All courses required by a given program must be completed with a minimum grade point average of 2.0 (C) on credit hours earned at Southeastern.
2. Associate Degrees require a minimum of 96 credit hours, the last 30 of which must be taken at Southeastern Community College.
3. Reading 101 or English 1101 is required for graduation (depending upon the program).
4. Orientation 100 or 101 is required for graduation.
5. Attendance at graduation exercises is mandatory unless approval for absence is obtained from the commencement committee.

APPLICATION FOR GRADUATION

During the winter quarter, students are given an opportunity to make an application for graduation, held at the end of the spring quarter. These applications include a request for data that will appear on the student's diploma. It is very important that these applications be filed when requested in order that diplomas may be accurately prepared. A $12.00 graduation fee, which includes the cost of the cap and gown and the printing of the diploma, is charged students who file for graduation during the specified time. Late fees are charged for those students who do not meet specified deadlines. The times for applying for graduation are published in College documents.

DUAL ENROLLMENT PROGRAM FOR HIGH SCHOOL STUDENTS

The Dual Enrollment Program at SCC allows students in this area to take college courses while they are still in high school. Courses may be taken during the day or night provided those courses do not interfere with their regular high school courses.

The sole purpose of this program is to provide expanded educational opportunities and additional educational enrichment experiences for high school students and in no way is to be used to supplant those opportunities and experiences available at the high school level.

Credit earned at SCC by a qualifying student is entered on a transcript and "stored" for the student for further years after graduation from high school. College transfer courses will also transfer to other two and four year institutions.

High school students may be concurrently enrolled in courses at SCC subject to the following conditions:

1. Enrollment of qualifying students in a course of instruction at Southeastern Community College will be considered or recommended only when such a course is not offered or will not be offered prior to the student's graduation at the local high school.
2. All students who are enrolled in this program must be fully responsible for transportation to and from SCC with no liability incurred by the local board of education.
3. A dual enrollment application form must be completed and submitted for each student seeking to qualify for enrollment at SCC. Such a form must have the signatures of the parent or legal guardian of the student, school principal, school superintendent, and the admissions officer at SCC. These forms are available at local high schools.
4. Students who wish to enroll in this program at Southeastern must be at least 16 years of age or older.
5. The initiation of this program means that high school students wishing to take advantage of this program must be enrolled in at least three courses in their high school and are making appropriate progress toward graduation as determined by the high school principal.

We hope that many students will take courses under this program during the upcoming fall quarter. Counselors and other college personnel are available to students considering taking advantage of this program. Schedules of courses and specific registration information are available several weeks prior to the beginning of each quarter. Interested students should contact their cousnelor and principal, or the SCC admissions office for more information.

Student Life

BOOKSTORE

The College Bookstore is more than a place where textbooks can be bought and resold, though it handles this task more than adequately. It also houses a supply of paperbacks unrivaled by any other bookstore in the area. Come by and browse! The bookstore will specifically order any book on request. Jewelry, stationery, greeting cards, posters, sportswear, umbrellas, and stuffed animals are also available at the bookstore. Contact 642-7141, Ext. 260. Hours: Monday-Friday 9:00 to 4:00.

STUDENT DEVELOPMENT CENTER

The primary task of the Student Development Center is to assist in the development of human potentials. In carrying out this task the Student Development Center provides the following services:

Admissions Assistance
Community Outreach Services
Counseling (personal, educational, and occupational)
Financial Aid Assistance
Food Service
Institutional Research and Data Processing
Job Placement
Maintenance of Student Records
Registration for Classes
Student Activities
Testing (Placement and Interest Surveys)
Tutoring
Veterans Affairs

Contact: Dean for Student Development
Telephone: 642-7141, Ext. 246

SPECIAL SERVICES

Special Services is a program designed to aid students with their academic objectives while at SCC. Many services are available on a free basis such as personal counseling, tutoring, transfer information, and career guidance. A cultural component is offered to introduce students to various forms of the arts. In order to apply for Special Services, a student should visit the Special Services Center in G262. For additional information, please call 642-7141, Ext. 277, or 642-7757

UPWARD BOUND

Upward Bound is a federally funded program designed to develop academic success skills in high school students working below their potential. The program conducts a summer and an academic year component for students who have completed the ninth or tenth grades and meet other requirements.

The summer program emphasizes academic courses in English, mathematics, science, and reading. Elective courses of physical education, music and art, provide the student with an innovative approach to education. During the academic school year, various cultural and educational activities are planned to provide students with an off-campus atmosphere for learning. A tutorial component is provided for students who may have difficulty in mastering their high school courses. A fully trained cadre of tutors, who are Southeastern Community College students, provide tutoring on a daily basis.

Participants in the Upward Bound Program receive a stipend each month that is used to defray transportation expenses. Nutritious meals are provided during the summer and academic year.

TALENT SEARCH

Talent Search provides counseling and technical assistance to persons who want to continue their post-secondary education. Talent Search Outreach Specialists work in 16 high schools throughout Bladen, Brunswick, Columbus and Pender counties and serve 500 students through individual counseling and workshops. They assist students in career/college planning and in securing financial aid for educational expenses. Although Outreach Specialists are based in the county high schools, they are also available to assist persons who have dropped out of high school or college and want to reenter the educational system.

RESOURCES FOR STUDENT LEARNING

Resources for Student Learning serves a special population who qualify for its alternative approach to several traditional curricular areas. The student can take one course or more through RSL. RSL realizes that all students do not learn best in a lecture-oriented classroom; it offers a range of freshman-level courses taught by instructors who want to help the individual student discover his own personal style of learning. Free tutoring in any course is available to all SCC students through RSL's peer tutoring program. Involvement is the KEYWORD with RSL. Telephone 642-7580, or 642-7141, Ext. 274.

LIBRARY

The Library is a service function of the College. It provides the instructional materials and educational resources for the instructional programs of the College. The LRC consists of the following areas:

1. **Library** - SCC houses one of the largest collections in the Community College System of North Carolina. It houses over 40,000 books and has an impressive collection of non-print educational materials. The hours are 8:30 a.m. until 10:00 p.m. Monday through Thursday, and 8:30 a.m. until 5:00 p.m. on Friday. The Library's resources are available to community members as well as the students and staff of the College. Telephone: 642-7141, EXT. 218, or 219.

2. **Audio-Visual — Instructional Design.** The Audio-Visual Development supports the College by providing A—V equipment for classroom utilization; the instructional designer recommends and designs instructional media with the support of the A-V production staff.

3. **Learning Laboratory (Programmed Instruction Center).** It is the center for the adult high school diploma program as well as the center for self-study programmed instruction courses in many subjects. Telephone 642-7141, Ext. 231.

STUDENT LOUNGE

The student lounge is the focal point of much extracurricular activity at SCC. One can always find a great deal of animated discussion among students there as well as very serious pin-ball competition. A variety of food is available, and the everplaying juke box keeps the place lively.

TRAFFIC RULES AND REGULATIONS

All parking areas have been repainted and spaces widened as necessary for ease of parking. As a reminder, traffic tickets will be given for the following:

1. Parking on grass.
2. Parking by yellow curb and/or fire hydrants.
3. Parking so as to take up more than one parking space or parking on or over the white lines.
4. Parking in spaces marked "No Parking Areas," "Tow Away Zones," "No Entry Except Authorized Vehicles."
5. Parking longer than five minutes in unloading zones, regardless of whether vehicles are occupied or not.
6. Students parking in faculty spaces.

Please obey the rules and keep security from issuing tickets.

Traffic regulations are explained fully in the Student Handbook.

USE OF STUDENT LOCKERS

Although lockers may be temporarily assigned for student use, the lockers are the property of the College and they are subject to the following regulations:

1. The College reserves the right to have a periodic schoolwide inspection of all lockers for the purpose of keeping lockers clean, for insuring that they are being used properly and do not contain any materials that are undesirable or illegal.

2. The College also reserves the right to inspect any given locker when the administration or a faculty member has reasonable grounds for suspicion that the locker is not being used for its intended purpose.

3. The inspection of lockers will be done jointly by at least two members of the College staff or faculty. Further, inspection of any single locker on the grounds of reasonable suspicion will always occur in the presence of the student if possible.

Students are reminded that the intended purpose of the lockers is to provide a place of safekeeping for student clothing, books and other personal items. Lockers are not intended to be a place of safekeeping for food, drink, pornographic materials or contraband of any kind.

USE OF COLLEGE FACILITIES (Loitering)

Southeastern Community College encourages the use of its facilities by citizens of this area in accordance with the stated purpose and policies of the institution. The primary priority for usage of College facilities is for enrolled students, staff and certified guests. At times, non-students loiter on the campus, especially in the Student Lounge, and interfere with the priority usage as stated above.

The Board of Trustees of Southeastern Community College authorizes the president of the College and his designated representatives to designate any or all areas of the campus as open only to enrolled students, staff, and certified guests. Explanation of the "certified guests" category may include: prospective students visiting the campus, guests attending authorized meetings, immediate families of enrolled students and staff, and/or other temporary guests.

A detailed definition of this policy may be established by the president, and appropriate signs may be posted stating that facilities for the College to handle problems in addition to those covered specifically by other legislative policies (e.g., traffic, disruption, weapons, etc,). This policy is aimed primarily at providing the president and his representatives with a means of banning any non-students from the campus who may be deemed undesirable or whose presence or actions may be inappropriate at a particular place or event.







Organizations and Activities

College Choir - The College Choir is open to all students at Southeastern Community College. The choir has performed in concert locally, at the college, and in neighboring states, including Florida, Washington D.C., and New York. The choir performs a balanced program of popular and sacred music. Opportunities for solo singing are also available. All students who enjoy singing should be a part of the College Choir.

Cosmetology Association - This association is the professional organization of cosmetology students which provides a link with cosmetology associations on a district, state, and national level.

Dance Club - The Dance Club is open to any student or community member with an interest and a background in the performing arts.

Drama Club - The Drama Club is open to any student or community member with a background or interest in the performing arts.

Honor Level Courses - Honor level courses are offered for very capable and advanced students in fulfillment of Southeastern's commitment to provide appropriate levels of educational opportunity for all students. Further, it is a particular objective of Southeastern to make it known that the College can and does provide extra rigorous and challenging courses for those in the community with such capabilities. Such courses have been offered in English and science; however, course offerings will be designed in any area upon sufficient demand. For further information, telephone 642-7141, Ext. 210.

Foreign Study Courses - Foreign Study Courses are offered and include travel to England, Italy, Russia, Greece, and Mexico. Such opportunities are viewed as particularly enriching to one's development and overall education. Such courses will be arranged periodically or upon demand. To secure information or to express interest, telephone 642-7141, Ext. 210.

Phi Theta Kappa - PTK is the honor society for Junior and Community Colleges. College Transfer and Technical students maintaining a grade point average of 3.5 (a B plus) for at least two quarters are eligible for nomination into the club.

Science Club - The Science Club is an affiliate of the Collegiate Academy of the North Carolina Academy of Sciences and is open to students and faculty interested in sharing an interest in science-related activities.

Sports Program - This program offers intramural sports activities as well as intercollegiate sports activities to all interested students.

Intercollegiate Sports - Among the sports enjoyed are baseball, basketball (girls and boys), volleyball (girls), and tennis.

Student Nurses Association - This in-house professional organization for student nurses provides a link for aspiring nurses at SCC with district, state, and national nursing organizations.

Student Government Association - The SGA provides an avenue for student participation in the organization and control of student-related activities and sponsors clubs which provide for activities like a Fine Arts Concert series, a film series, dances, and other activities.

Criminal Justice Club - The Criminal Justice Club is open to all criminal justice students. Its purpose is to promote good fellowship within the Criminal Justice Department and the community.

Phi Beta Lambda - PBL - A national organization for students preparing for careers in business. Business students maintaining a 3.0 for at least two quarters are eligible for nomination into the club.

HONOR-LEVEL COURSES

The faculty and staff at Southeastern especially take pride in those students who through their own efforts and ability demonstrate superior academic achievement. Further, it is a particular objective of Southeastern to provide extra rigorous and challenging courses for those in the community with such capabilities. In addition to the higher level courses regularly offered by the various disciplines, honor-level seminars and other courses are offered for the very capable and advanced students. In fulfillment of Southeastern's commitment to provide appropriate levels of educational opportunities for all students, such coures have been offered in English, science, history, and music; however, course offerings will be designed in any area on sufficient demand.

Two groups of merit scholarships are granted to advanced students each year. Recipients of the T. Elbert Clemmons Trust Fund Scholarship must show financial need and high academic qualifications. The Southeastern Commuity College Board of Trustees Merit Scholarships are based on merit alone.

For further information, telephone 642-7141 extension 210 or extension 274.

HUMANITIES PROGRAM

The Humanities Program helps students examine and appreciate the uniqueness and richness of the three cultures represented in Southeastern North Carolina by offering projects which focus on the three cultures, as well as on other cultures. Nigerian craftsmen, Appalachian folk musicians, weavers, graphic artists, poets, stage directors, and other creative individuals from just about every discipline imaginable have been brought to SCC's campus to share their knowledge and talent with students. Workshops are conducted by outside resource people as well as in-house talent on a wide spectrum of subjects.

Student Publications

Student publications at Southeastern Community College are considered a viable part of the total educational program, but student publications are dependent upon the interest of commuter students and funds from various sources. Student publications give students the opportunity to express their ideas, whether in the form of a student newspaper, a literary magazine, or college yearbook.

The student newspaper, **Ram's Horn**, is published by a group of interested individuals with no specific club or departmental affiliation expected. Usually a faculty member works with a small group of students interested in both the editorial and business aspects of newspaper publication. The faculty advisor for this publication frequently is a member of the Business Department. The faculty member exercises editorial authority in working with the student newspaper.

Aries One, a literary magazine, is published through the efforts of members of the college English Department and the contributions from students and residents of the community. The nature of **Aries One** (particularly the fact that it includes student and non-student work) and the high quality of area writers and artists make this a popular publication among those interested in literary magazines. Authority to recommend the inclusion of selected submissions rests with the English Department faculty who serve as coordinator and advisor(s) to this project.

The college yearbook, **Ramblings**, has been published over the past several years by students with faculty advisors. This publication depends upon funds being on deposit prior to the contracting for printing of the document. There are not enough funds in the Student Government Association budget to totally finance a project as expensive as the college yearbook; therefore, contributions and funds from other sources such as advertisements or bake sales must be used.

Student publications are intended to meet the needs and interests of students at the college. Frequently, the time involved in such publications is not consistent with the numerous responsibilities found among a commuting, adult student population.

HUMAN RESOURCES DEVELOPMENT

This program, like CETA, is geared to the financially stressed individual seeking to increase his employability. It offers a six-weeks orientation and motivation sesson in which the individual is encouraged to look at his strengths and weaknesses and to become more familiar with the "world of work." The individual receives counseling from professionals who work closely with him in selecting an area of work to pursue. After completing the six-week orientation and motivation session, the individual may be afforded an opportunity for various types of skills training; industrial sewing, welding, automotive mechanics, etc. Regular tuition is $5.00 per course. Telephone 642-7141, Ext. 228.



Community and College Services

COMPREHENSIVE EMPLOYMENT TRAINING ACT (CETA)

The Comprehensive Employment Training Act or CETA (formerly called Manpower Development Training Act) provides comprehensive stipends to eligible economically stressed persons to apply for enrollment in any one-year occupational program at Southeastern. CETA's goal is to get those eligible for its funds into a job situation as soon as possible. CETA stipends provide for living expenses as well as tuition and supply expenses. Telephone 642-7141, Ext. 228.

SOUTHEASTERN IN BRUNSWICK COUNTY AND PENDER COUNTY

Southeastern offers college transfer course work in various locations in Brunswick and Pender Counties to more conveniently serve the needs of students in those areas. Courses are offered mainly at night but occasional daytime and weekend offerings are also scheduled. Southeastern Community College's on-campus students may enroll in any course offered in Brunswick or Pender County and Brunswick or Pender County students may also enroll in any on-campus course. For Brunswick County information, telephone 642-7141, Ext. 210 or the Coordinator, SCC-Brunswick Program, South Brunswick High School, Boiling Spring Lakes, N.C. 28461. For Pender County information, telephone 642-7141, Ext. 210 or the Coordinator, SCC-Pender Program, Burgaw, N.C. 28425 or telephone 259-4966.

GENERAL EDUCATION DEVELOPMENT

The General Education Development Test (GED) can be taken by any North Carolina resident who is 18 years or older and who has not completed his/her formal high school education. The test is comprised of five sections: reading comprehension, natural science, social science, English usage, and general mathematics. If satisfactory scores are made on the test, the adult will receive the High School Equivalency Certificate issued by the North Carolina Department of Public Instruction. Telephone 642-7141, Ext. 231.

PERFORMING ARTS SERIES

The Performing Arts Series is dedicated to bringing the finest in performing artists to SCC, the students, and the citizens of Southeastern North Carolina. These performances serve to enlighten as well as to expand awareness of the arts in our area.

DEPARTMENT OF CORRECTIONS

Another project SCC is sponsoring is a training program at the Brunswick Correctional Unit, a minimum security prison for felons in Columbus County. Curriculum and non-curriculum courses are offered in small engine repair, masonry, carpentry, residential wiring, plumbing-pipework, and high school completion.

COLUMBUS WORKSHOP

The Columbus workshop located in Whiteville is comprised of handicapped people who perform a variety of jobs for industry and individuals. SCC provides instructors who teach adult basic education courses and skills to Columbus Workshop clients. Telephone 642-7141, Ext. 217.

RETIRED SENIOR VOLUNTEER PROGRAM

This program is open to persons 60 years of age or older in Columbus County who would like to become more involved in volunteer service to their community. RSVP volunteers offer their time on a regular basis in the hospital, schools, libraries, rest homes, and various other settings. For additional information, telephone 642-6274.

The Retired Senior Volunteer Program also operates the Columbus County Information and Referral Office which is located in the Health Department lobby in the Miller Building. The Information and Referral Office provides Columbus County residents with information pertaining to Columbus County services, agencies, organizations and clubs. Call the Information and Referral Office at 642-6565.

SPEAKERS' BUREAU

As a community service, Southeastern shares its talented faculty and staff with community organizations at no cost. The group of speakers is versed in a variety of topics ranging from "Life as a Foreign Exchange Student in a Small Mexican Town" to "Why a New Math." Telphone 642-7141, Ext. 217.

JOB PLACEMENT OFFICE

Southeastern Community College maintains a placement service to assist all interested students in becoming aware of career opportunities and to assist them in securing employment. For any student interested in securing employment off-campus, the placement counselor maintains an up-to-date file of job opportunities in the area and every effort is made to assist the student with employment needs. Latest placement information is posted in the RAM-O-GRAM.

For the benefit of technical and vocational students, prospective employers are invited to the campus to present their employment opportunities. In addition, a job opportunity file, applicant resume file, and a full-time referral service are maintained to assist the student. Further details on the placement service may be obtained from the Job Placement Office in the Counseling Trailer.

The Career Planning and Job Placement Office at Southeastern Community College offers its services to alumni as well as enrolled students. Any alumni who wish to use this service should contact the Counseling Services Office and make arrangements to visit with persons involved in the Career Planning and Job Placement functions.

WOMEN'S CENTER

Special funding allows SCC to operate a Women's Center oriented toward providing counseling and instructional programs to adult students. Many adult students find the center to be a place to share with others who return to school after several years away. Telephone: 642-8700





Programs Available At SCC

Agricultural Science
Air Conditioning, Heating, and Refrigeration
Automotive Body Repair
Automotive Mechanics
Business Administration
Carpentry and Cabinetmaking
Child Development (Child Care Worker)
Child Development (Early Childhood Specialist)
Child Development (Teacher Associate with Reading Teaching Emphasis)
Cosmetology
Criminal Justice (Law Enforcement; Corrections)
Electrical Engineering Technology
Electrical Installation and Maintenance
Electronic Servicing
Forest Management Technology
General Office Technology
High School Diploma Program (ABE/GED)
Industrial Maintenance - Electromechanical
Instrumentation Technology
Nurse Assistant
Nursing
Outdoor Recreation Resources
Plumbing and Pipefitting
Pottery Production
Practical Nursing
Secretarial Technology
Transportation Maintenance Technology
Veteran Farm Agriculture Program
Vocational Instructors Program
Welding

High School diploma required:
Courses leading to Associate in Arts
Courses leading to Associate in Fine Arts
Courses leading to Associate in Science
Courses leading to Associate in Applied Science

The educational programs described in the BULLETIN are proposals only and not contracts. The offering of these programs and courses is subject to the discretion of the College administration.

Southeastern Community College does not discriminate on the basis of sex in the educational programs or activities which it operates. SCC is subject to the requirements of Title IX of the Educational Amendments of 1972 Prohibiting Sex Distrimination in Education, as interpreted and administered by the Department of Health, Education and Welfare. The requirements not to discriminate in educational programs and activities extend to employment in and admission to the College. Inquiries concerning the application of Title IX with regard to SCC may be referred to: Dean for Student Development, Southeastern Community College, Whiteville, N.C. 28472, (919) 642-7141, Ext. 245

Adult Education

CONTINUING EDUCATION

Adult education (continuing education) programs offer high interest vocational and academic programs for adults who desire to improve themselves through acquiring a new skill or through acquiring some new information. This program is flexible and depends on students' desires and needs and the availability of qualified persons to teach.

The Adult Education Division offers a wide variety of non-credit courses each quarter. New or additional courses may be started when 12 or more persons interested in a particular subject contact SCC and make their wishes known. Persons interested in more information about courses should call 642-7141, extension 217, or write Adult Education Division, Southeastern Community College, P.O. Box 151, Whiteville, N.C. 28472

Below is a partial list of courses which are available in Columbus County through the Adult Education Division of SCC.

VOCATIONAL
Aviation Ground School
Auto Mechanics
Blueprint Reading
Brickmasonry
Cabinetmaking
Carpentry
Chair Bottoming
Custodial Training
Farm Tractor Maintenance
Hair Styling
Horseshoeing
Machinist Fundamentals
Plumbing
Real Estate
Residential Wiring
Small Engine Repair
Taxidermy
Wig Care

HOME ECONOMICS
Cake Decorating
Clothing Construction
Crocheting
Drapery Construction
Flower Arranging
Hat Making
Interior Design
Needlework
Quilting
Tailoring
Tatting
Upholstery
Knitting

ACADEMIC
Adult Basic Education
Adult High School Completion
Bible
Local History

CIVIL PREPAREDNESS
Bomb Threat
Medical Self Help
Radiological Monitoring

FIREMANSHIP

All courses needed for training and upgrading firemen

LAW ENFORCEMENT
All courses needed for employment and upgrading law enforcement officers

OTHER COURSES
Boating Safety
Crisis Line Training
Displaced Homemakers
Driver Education
Environmental Science
Food Service
Gun Safety
Reality Therapy
Supervisory Development Training
Wastewater Treatment
Human Resources Development
Women's Studies
Organizational and Personnel Management

BUSINESS
ABC Stenoscript
Communications
Gregg Shorthand
Income Tax
Legal Secretarial Review
Office Procedure
Small Business Management
Stocks and Bonds
Typing

ART

Ceramics
Choral Music
Crafts
Crocheted Jewelry
Decoupage
Macrame
Oil Painting
Photography
Pine Needle Craft
Pottery
Water Color Painting

MEDICAL AND NURSING
First Aid
Nursing Assistant
RN Refresher
Emergency Medical Technology
LPN Upgrading
CPR

ORIENTATION AND MOTIVATION FOR DISPLACED HOMEMAKERS

This course is designed for persons who, due to divorce, separation, widowhood, or disability of a spouse, have lost their major means of financial support. The training offered in the program supplies an alternative to trying to find a job without marketable skills. Communication, assertiveness training, goal setting, decision making, and various job hunting techniques-such as how to find a job, how to write a resume, and interviewing skills are emphasized. Participants must meet eligibility requirements. For more information, telephone 642-7141, Ext. 217 or 642-8700.

ADULT BASIC EDUCATION

The Adult Basic Education Program offers free academic, consumer, and socio-cultural instruction to those people who, for any reason, were unable to achieve at least an eighth grade functional level. The grade levels will be determined by placement tests administered by the instructor and the level of schooling at which the individual stopped. There is no fee charged for an individual enrolling in the ABE program. The subject areas offered include survival functional skills in reading, writing, math, English grammar, vocabulary, science, and social studies. This program is offered in the Learning Center on the College Campus or at any of the extension centers located throughout Columbus County.

HIGH SCHOOL COMPLETION PROGRAMS

I. ADULT HIGH SCHOOL DIPLOMA PROGRAM

Through the cooperative efforts of Southeastern Community College and the Board of Education of Columbus County and Whiteville City Schools, a high school completion program has been initiated for persons over 18 years of age who have dropped out of school. To enter the program, the applicant should:

1. Be 18 years of age. (If he is 16-18 years of age, he must have written approval of his local school principal, superintendent, and parents or guardians. Permission forms can be obtained in the Learning Center.)
2. Have a certified transcript from an accredited secondary school, or satisfactory scores on placements tests.

The equivalent of the following courses is required for graduation:

English	4 units
Math	2 units
Social Studies	2 units (1 U.S. History)
Science	2 units (1 Biology)

Credit is given for work previously completed by the student. Also, students must successfully pass the N.C. Competency Test to qualify for graduation. Any additional unit(s) or all of the above may be earned through required study in the Learning Center on campus or at any of the extension centers located throughout Columbus County.

A $5.00 registration fee is required. No financial aid from Southeastern Community College can be awarded to persons attending this program.

II. HIGH SCHOOL EQUIVALENCY PROGRAM (GED)

Application can be made in the Learning Center for the GED tests by any person who is not a high school graduate. The GED consists of five subtests: Writing Skills (English grammar); Social Science; Sciences; Reading Skills; and General Math ability. A person can qualify to take the GED if:

a. He is 18 years of age or older; however, an applicant 16-18 years may apply for the tests provided he has been out of a regular school program for at least six months; however, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides.
b. He is a resident of the State.
c. He has a definite vocational or educational purpose.

A total standard score of 225 points with no single test score below a standard score of 35 qualifies the applicant to receive a high school equivalency certificate. This certificate is issued by the N.C. Board of Education and is mailed directly to the recipient. A $5.00 fee is charged to take the test; however, should the applicant desire to study prior to testing, he may enroll in the Learning Center. (A $5.00 registration fee is required.) Should the applicant fail all or any part of the GED tests, a six months waiting period of extensive study is required prior to re-testing. The applicant should contact personnel in the Learning Center to obtain times and dates of testing. Applicants must provide proper identification during testing.

GENERAL INTEREST

Materials are also available in the Learning Center for those adults, high school graduates, who wish to improve their skills or do further study in some particular area. A $5.00 fee is required for enrollment. In addition to the subjects generally studied in high school and college transfer work, there are courses in learning skills, modern consumer education, job training, bookkeeping, algebra, Negro history, and many others.

Occupational Programs

Cooperative Education

The Cooperative Education Program is designed to give students the opportunity to integrate classroom study with practical experience in their major field. This is done by working part-time and attending school part-time on an alternating quarter basis.

Student Eligibility Requirements:

A. All curriculum students who have completed at least six credit quarter hours and maintained a grade point average of 2.00 and/or have permission from the Departmental Coordinator and Cooperative Education Coordinator are eligible to enroll in Cooperative Education.

B. Students should plan to graduate from Southeastern Community College.

C. Students should intend to remain in the Cooperative Education Program until graduation from Southeastern or until the maximum credit hours allowed are earned.

Students who are interested in the Cooperative Education Program should make application according to the following procedures:

A. The student should obtain an "Application for Cooperative Education Program" form from his Departmental Coordinator and make an appointment for reviewing the completed application with the Departmental Coordinator.

B. The Departmental Coordinator will conduct an in-depth interview with the student regarding his career and possible cooperative assignments.

C. If the student is accepted, the Departmental Coordinator with the assistance of the Cooperative Education Coordinator will be responsible for locating an appropriate training position.

Academic credit for Cooperative Education may be earned as follows:

A. The formula for awarding credit will be one (1) quarter credit hour for satisfactory completion of each quarter's cooperative training assignment of ten (10) contact hours per week. A maximum of four (4) credit hours may be earned in Cooperative Education per quarter. The Departmental Coordinator will grade the assignment based on reports submitted by the student and the evaluation made by the employer.

B. Students enrolled in Cooperative Education may receive credit for co-op. Such credit, up to a maximum of twelve (12) credit quarter hours for occupational students and six (6) credit quarter hours for college transfer students, shall be non-additive; that is, the student may use it to satisfy degree requirements. Vocational/technical curriculums which require co-op courses will get full credit for co-op; other curriculums may use it to satisfy degree requirements that are not otherwise specified in the SCC **Bulletin**..

For further information, contact the Co-op office or any Departmental Coordinator.

Selected occupational courses may be split and offered over several quarters when it is not possible for evening students to schedule the required number of contact hours in one quarter. All parts of a course split in this manner must be completed successfully in order for the student to receive full credit for the course as described in this Bulletin.

Certificate Programs

ELECTRONIC SERVICING CERTIFICATE

Program Justification

Modern home entertainment systems include sophisticated radio, stereo, and television components. As the popularity of these items increases, there will be an increasing demand for trained service personnel who have the skills necessary for installing and troubleshooting these systems.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be considered for admission as special students if they do not meet these requirements.

Program Description

This curriculum is designed to provide the student with a basic knowledge of electronic theory and troubleshooting techniques. Basic circuit design, tube and semiconductor theory, radio receiver circuitry, and television theory are the major topics covered in the 396 clock hours of instruction. When offered on a part-time basis in the evening school, the curriculum consists of six quarters of instruction and covers a time span of eighteen months.

Related Job Titles/Employment Possibilities

Graduates of this program working under supervision of experienced radio and television repairmen will test and troubleshoot circuitry, install replacement parts, and perform other routine service operations as needed. Through experience and additional in-depth study, graduates of this program may acquire the knowledge and skills to become proficient in diagnosing and servicing radio and television sets.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ELN	1104	Fundamentals of Electronics I	4(2-4)
			5(3-4)
		2nd Quarter	**Credits**
ELN	1105	Fundamentals of Electronics II	4(2-4)
		3rd Quarter	**Credits**
ELN	1106	Amplifier Systems and Servicing	4(2-4)
		4th Quarter	**Credits**
ELN	1107	Practical Radio Servicing	4(2-4)
		5th Quarter	**Credits**
ELN	1115	Television Receiver Circuits and Servicing I	4(2-4)
		6th Quarter	**Credits**
ELN	1116	Television Receiver Circuits and Servicing II	4(2-4)

Total Credit Hours Required: 25

NURSES' ASSISTANT CERTIFICATE

Program Justification

The Nurses' Assistant Program is designed to meet the increasing need for trained personnel to provide basic nursing care for patients who are convalescing or who have minor illnesses. Working under the supervision of a licensed nurse, the nurses' assistant is an unlicensed health worker who can perform a number of routine tasks that allow the licensed nurse to devote more time to specialized nursing care. Through employment of well-trained nurses' assistants to perform basic nursing care for patients, many hospitals and nursing homes are able to continue functioning efficiently in spite of often critical shortages of licensed nurses.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be considered for admission as special students if they do not meet these requirements.

Related Job Titles/Employment Possibilities

Excellent job opportunities exist for graduates of the program as nurses' assistants, health assistants, hospital orderlies, medical office assistants, nursing home assistants, and many others. Students completing only the first quarter will be trained in some of the basic skills required for home nursing.

Program Description

This program is offered during the day over a two-quarter period. The first quarter of the program provides training in basic medical terminology and home nursing care. The second quarter provides in-depth classroom training in basic nursing skills and more than forty hours of clinical experience.

REQUIRED CURRICULUM

		1st Quarter	Credits
ENG	1101	Communication Skills	5(5-0)
NUR	101	Introduction to Health Care	1(1-0)
NUR	1000	Nurses' Assistant I	4(2-6)
ORI	100	Freshman Orientation	1(1-0)
			11(9-6)
		2nd Quarter	**Credits**
NUR	102	Introduction to Health Care	1(1-0)
NUR	1100	Nurses' Assistant II	5(3-6)
			6(4-6)

Total Credit Hours Required: 17

Diploma Programs

The major aims of the occupational diploma programs at Southeastern Community College are to train skilled craftsmen to successfully meet the need created by technological advancement and to provide related areas of study which equip the student with the ability to develop an understanding of the American free enterprise system and an appreciation for a broader social outlook. At least six quarter hours are required in the areas of communications skills, applied sciences, and applied social science.

WELDING CERTIFICATE

Program Justification

The welding curriculum is designed to provide instruction and training through a short term program for adults not able to participate in the full-time welding diploma program.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles/Employment Possibilities

Welder: pipe-welder; welder fitter; specialist welder; welding supervisor; welding analyst; welding technician; inspector's assistant; inspector; welding foreman; welding positions in industries such as ship building; automotive; aircraft; guided missiles; railroads; construction; pipe-fitting; production shop; and job shop.

Program Description

Oxyacetylene welding and cutting, arc welding, and inert gas welding are introduced in this program. Instruction and experience with these forms of welding is stressed. Blueprint reading and template design are an essential part of a welder's education and these are stressed in the welding certificate program.

REQUIRED CURRICULUM

			Credits
BPR	1104	Blueprint Reading-Mechanical	2(1-2)
BPR	1117	Blueprint Reading-Welding	2(1-2)
BPR	1118	Pattern Development and Sketching	2(1-2)
ORI	100	Freshman Orientation	1(1-0)
WLD	1000	Oxyacetylene Welding and Cutting	2(0-6)
WLD	1001	Arc Welding (Straight Polarity)	2(0-6)
WLD	1002	Arc Welding (Reverse Polarity)	2(0-6)
WLD	1003	Arc Welding (Low Hydrogen)	2(0-6)
WLD	1004	Inert Gas Shield Welding (TIG)	2(0-6)
WLD	1005	Inert Gas Shield Welding (MIG)	2(0-6)
WLD	1006	Pipe Welding	2(0-6)
WLD	1007	Advanced Pipe Welding Tec.	2(0-6)
WLD	1008	Certification Practice	2(0-6)
			25(4-60)

Total Credit Hours Required: 25

AIR CONDITIONING, HEATING, AND REFRIGERATION DIPLOMA

Program Justification

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new buildings constructed for business and commercial use have all-year comfort systems. Many homes now have air conditioning, and the trend is definitely in the direction of more all-year systems for cooling and heating. The trend is equally an upward one for refrigeration systems. The improvement of air conditioning and refrigeration systems requires trained persons to install, operate, maintain, and service the complex equipment involved in these systems.

Entrance Requirements

The program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles/Employment Possibilities

Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal, and refrigeration installation and service. The serviceman is employable in areas of sales, maintenance and installation.

Program Description

The program is designed to train the student in the skills required by the air conditioning and refrigeration areas. These include installation, inspection, maintenance and repair of equipment, connection of motors, compressors, temperature controls, humidity controls and circulating fans to control panels, testing of systems, observation of pressure and vacuum gauges, and adjustments of control to insure proper operation.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
AHR	1121	Principles of Refrigeration	6(4-6)
MAT	1101	Fundamentals of Mathematics	5(5-0)
ENG	1101	Communication Skills	5(5-0)
ELC	1102	Applied Electricity	6(4-6)
			23(19-12)

		2nd Quarter	Credits
AHR	1122	Domestic & Commercial Refrig.	6(4-6)
MAT	1102	Fundamentals of Algebra	3(3-0)
AHR	1128	Automatic Controls	5(3-6)
BPR	1104	Blueprint Reading-Mechanical	2(1-2)
			16(11-14)

		3rd Quarter	Credits
AHR	1123	Principles of Air Conditioning	10(5-15)
BPR	1116	Blueprint Reading/Air Conditioning	2(1-3)
PSY	1101	Human Relations	3(3-0)
			15(9-18)

		4th Quarter	Credits
AHR	1124	Air Conditioning & Ref. Servicing	5(3-6)
AHR	1126	All-Year Comfort Systems	5(3-6)
MEC	1120	Duct Construction & Maintenance	5(3-6)
BUS	1103	Small Business Operations	3(3-0)
			18(12-18)

Total Credit Hours Required: 72

AUTOMOTIVE BODY REPAIR DIPLOMA

Program Justification

The field of automobile body repair and painting is growing rapidly. As a result of this growth, there is a tremendous demand for well-trained, skilled individuals who can work in all phases of auto body repair.

Entrance Requirements

This program requires a high school diploma or its equivalent. However, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles/Employment Possibilities

Employment opportunities are excellent in the rapidly growing field of auto body repair. Independent repair shops or those which are part of automobile dealer service departments provide many employment opportunities. Many graduates, after gaining experience and developing their skills, open their own repair business.

Program Description

The field of automobile body repair and painting needs many more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on-the-job situations. The practical experience and related training provide an ideal way to prepare the student for entry into an occupation that offers many job opportunities.

REQUIRED CURRICULUM

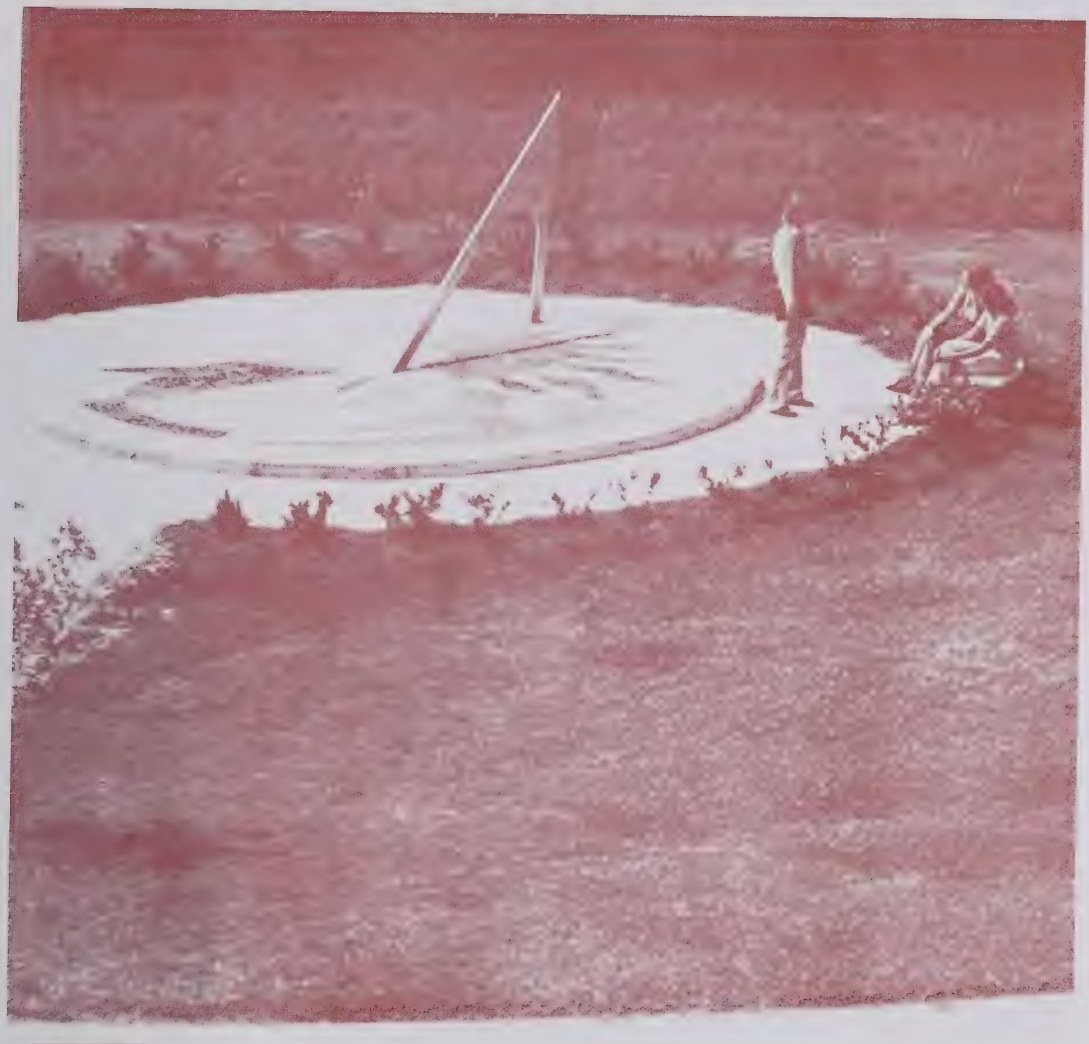
		1st Quarter	Credits
AUT	1111	Auto Body Repair I	9(4-15)
ENG	1101	Communication Skills	5(5-0)
MAT	1101	Fundamentals of Math	5(5-0)
PME	113	Automotive Wiring Diagrams	2(1-2)
ORI	100	Freshman Orientation	1(1-0)
			22(16-17)

		2nd Quarter	Credits
AUT	1112	Auto Body Repair II	9(4-15)
PHY	1101	Applied Science I	4(3-2)
WLD	1101	Basic Arc and Gas Welding	1(0-3)
PSY	1101	Human Relations	3(3-0)
WLD	1105	Auto Body Welding	1(0-3)
			18(10-23)

		3rd Quarter	Credits
AUT	1113	Metal Finishing & Painting	7(3-12)
AUT	1115	Trim and Glass Installation	5(2-9)
AHR	101	Automotive Heating & Air Cond.	4(2-4)
PHY	1102	Applied Science II	4(3-2)
			20(10-27)

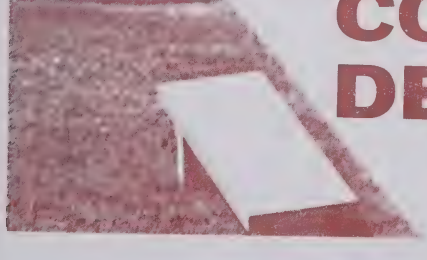
		4th Quarter	Credits
AUT	1114	Body Shop Applications	10(3-21)
BUS	1103	Small Business Operations	3(3-0)
			13(6-21)

Total Credit Hours Required: 73



"An Equal Employment Opportunity/Affirmative Action Employer"

1981-83 COURSE DESCRIPTIONS



Three digit course numbers designate courses which lead to an
1) Associate in Arts Degree, i.e., ENG 101
2) Associate in Fine Arts Degree, i.e., ART 110
3) Associate in Science Degree. i.e., MAT 251
4) Associate in Applied Science Degree, i.e., MAT 115.

Four digit course numbers designate course which lead to a:
1) Diploma
2) Certificate

The numbers to the far right following course titles have the following meaning:

The first number indicates CREDITS awarded for the course.
The second number (in parentheses) indicates the number of CLASS HOURS (i.e., hours spent in lecture or discussion) per week.
The third number (in parentheses) indicates the number of laboratory hours, shop hours or studio per week.

For practice, interpret the following notation:

4(3-2)

4 credits will be awarded for the course. 3 hours will be spent in class each week, and 2 hours will be spent in lab or shop per week.

SPECIAL TOPICS **1 to 3 credits**
Upon approval of program dean, a department may schedule courses on special topics in any quarter. The course may carry from 1 to 3 credits with course numbers ranging from 191 to 194. The course will carry the prefix of the department by which it is offered (example: SOC 191.) NOTE: Numbers 195 to 198 are assigned to cooperative education courses.

AGR 100 Farm Pond Development **1(1-0)**
In this course, each student will have the project of planning the development of a farm pond for recreation and commercial fishing; factors such as capital outlay, feasibility of land, and future production will be considered in the student's projects.

AGR 101 Farm Tractors I **3(2-3)**
A study of farm tractors, including gas and diesel engines will be stressed. Units to be studied include engines, ignition, electrical, braking, cooling, and transmission systems.

AGR 102 Farm Business Mgt. **2(2-0)**
Business management techniques and skills which apply to farm operations are covered in this course. Areas covered include: development of the concepts of costs and budgets as an aid in choosing what to produce, analysis of production factors to determine the least cost production procedure, analysis of data to determine level of production yielding highest net revenue, and examination of the inter-relationship of farm size, efficiency, gross farm income and net farm income.

AGR 104 Beef and Swine Production **2(2-0)**
A study of the principles of selecting, breeding, feeding, care and management of beef cattle and swine.

AGR 107 Farm Accounting and Records **2(2-0)**
An introductory course to accounting methods applicable to farm management.

AGR 109 Soil Science and Forage Crops **2(2-0)**
A study of the development, classification, evaluation and management of soils and the care, cultivation and conservation of soil fertilizers. Also studied are the major grasses and legumes of economic importance in North Carolina.

AGR 110 Animal Science **2(2-0)**
The fundamental principles of dairying and meat and animal production are stressed. The importance of dairy and meat products in the diet and in the economy are covered.

AGR 111 Feeds and Feeding **2(2-0)**
This course is an introduction to applied animal nutrition, including the structure and function of the digestive tract, the nutrient value and classification of food stuffs and the nutrients requirements and the formulation of livestock rations.

AGR 112 Farm Safety and First Aid **1(1-0)**
An introduction of first aid relating to farm injuries is covered. The study of OSHA requirements on the farm dealing with safety and machinery is also covered.

AGR 113 Wildlife Management **2(2-0)**
The principles of management, protection, and conservation of those warm blooded vertebrates of aesthetic, sports or food values in urban, rural, and wilderness areas are covered.

AGR 114 Agriculture Electrification **3(2-3)**
A study of basic principles of wiring farm buildings in the application of electricity to agriculture production.

AGR 115 Farm Service Agencies **1(1-0)**
The study of the operations of ASCS, FHA, Cooperative Extension Service, Farm Bureau, Grange and Soil Conservation Service. To study the needs of and aids to the farmer.

AGR 117 Grain Crops and Animal Feeding **2(2-0)**
A study of scientific methods in the production of grain crops; composition, feed additive and nutritional requirements of livestock, as well as practical and economical feed formulation, are covered.

AGR 121 Weed Identification and Control **2(2-0)**
This course covers the identification of annual and perennial weeds and grasses of North Carolina and the economic advantages of controlling them.

AGR 123 Horticulture **3(2-3)**
This course will be a mix between dealing with the fundamentals of forestry and farm forestry problems including planning, thinning, harvesting, and marketing and a study of the principles of care and selection of plants, shrubs, trees, and grasses for the home landscape. Field trips and demonstrations will be utilized to develop skills and practices needed in this discipline.

AGR 124 Plant Propagation & Identification **1(1-0)**
Plant reproduction is studied from a scientific point of view; special attention is given to shrub propagation for the home landscape plan.

AGR 125 Cabinetmaking and Repair **3(2-3)**
Blueprinting of cabinets to be utilized in the home and on the farm is emphasized, as well as various glues, varnishes, and stains. Students shall have the experience in shop of completing a cabinet project based on a home and/or farm cabinet need.

AGR 128 Farm and Home Construction I **3(2-3)**
This course deals with the fundamentals of farm carpentry. An opportunity is given the student to apply skills learned to a home construction project.

AGR 130 Pesticides **2(2-0)**
A study of the methods of controlling the beneficial and harmful insects affecting farm production in North Carolina

AGR 131 Soybean Production **2(2-0)**
Crop characteristics, varieties, environmental factors, rotations, control of pests and other production practices are covered.

AGR 132 Livestock Diseases and Parasites **2(2-0)**
A study of the cause, damage, symptoms, prevention and treatment of parasites; management factors relating to disease and parasite prevention and control are examined.

AGR 133 Agriculture Plumbing **3(2-3)**
A study of farm water needs and waste disposal; attention is given to planning and installing the system and its proper care and maintenance.

AGR 134 Tobacco Production **2(2-0)**
A study of production practices relevant to flue - cured tobacco in North Carolina; plant bed practices, field production machinery, cultural practices, fertilization, harvesting, and marketing are covered.

AGR 135 Agricultural Law **2(2-0)**
Designed to acquaint the student with basic principals of law. Contracts, agency and negotiable instruments, partnerships, corporations, sales, surety - ship, bailments, and real property are covered.

AGR 136 Agricultural Math **1(1-0)**
A study of the fundamental operations and their application to business problems; payrolls, marketing prices, interest, discount commissions, and taxes are covered.

AGR 137 Home Appliance Repair **3(2-3)**
Repairing commonly used electrical appliances and machinery in the home or on the farm is stressed in this course.

AGR 138 Farm Records and Taxes **2(2-0)**
A study of the records necessary in order to complete a tax form; prodecures and skills involved in income tax computations are also covered.

AGR 139 Fertilizers and Lime 2(2-0)
A review of the sources, function and utilization of major and minor plant food factors; commercial fertilizer ingredients, and soil acidity are covered.

AGR 140 Vegetable Production 1(1-0)
The study of commercial vegetable production in North Carolina.

AGR 141 Surveying 3(2-3)
A study of the practice of elementary claim surveying and application of land surveying.

AGR 142 Agriculture Finance 2(2-0)
An analysis of the capital structure of modern commercial agriculture with emphasis on the sources of farm credit.

AGR 143 New Sources of Farm Income 2(2-0)
The farm enterprise system is analyzed and areas of production not present in the student's farm operation are explored.

AGR 144 Opportunities in Agriculture Business 1(1-0)
This course presents the opportunities for part - or full - time employment in farm related occupations. Agriculture businesses such as feed and fertilizers, as well as farm custom machinery work, are considered.

AGR 145 Marketing of Farm Products 3(2-3)
A study of farm market futures of grain, hedging and grading of farm products. Field trips during the study of tobacco sales, vegetable sales, and grain sales will be required.

AGR 146 Soybean & Corn Production 3(3-0)
The production and improvement of corn and soybean products. The latest information on varieties, seed, fertilizer, disease, insect and weed control will be stressed. Equipment and harvesting techniques shall be incorporated for higher yields of grain.

AGR 147 Fertilizer and Lime 3(2-2)
A study of the factors influencing soil productivity with emphasis upon fertilizer materials applied to Southeastern North Carolina soils. This study will include liquid and suspension fertilizer and bulk blend materials. Lime sources and the influence of soil acidity upon soil fertility and plant growth will be discussed. Soil testing and plant nutrient requirements of both secondary and major elements and how to correct them.

AGR 155 Tobacco Production 3(3-0)
A study of production practices relevant to flue-cured tobacco in North Carolina. Plant bed practices, field production machinery, cultural practices, fertilization, harvesting and marketing are covered.

AGR 156 Techniques of Welding I 3(2-3)
Arc and gas welding are studied in this course; safety and care of welding equipment is emphasized and applied. Welded joints and flame cutting are discussed and practiced in various positions that are applicable to mechanical repair work in steel fabrication.

AGR 157 Agriculture Calculations 3(3-0)
This course is designed to improve the student's ability in practical or applied calculations related to farm equipment, land surveying, area volumes, decimals, ratios, graphs, and averages.

AGR 158 Farm and Home Construction II 3(2-3)
A continuation of AGR 128.

AGR 160 Agriculture Service Agencies 3(3-0)
A comprehensive study of local, state and federal service agencies that serve the farmer. Agriculture Stabilization Cooperation Services, Production Credit Association, Federal Land Bank, Farmers Home Administration and Federal Crop Insurance are some of the service agencies that will be studied in this course.

AGR 162 Farm Marketing 1(1-0)
This course is a study of farm marketing procedures. Local marketing procedures and probabilities are emphasized.

AGR 163 Seed Production 2(2-0)
A study of the production quality of seeds in the southeastern United States. The seed chain for breeders of seed in North Carolina is outlined.

AGR 164 Community Leadership 1(1-0)
Robert's Rules of Parliamentary Procedure are emphasized and practiced in class; leadership roles and functions are covered in small group sessions.

AGR 170 Agriculture Cooperative Work Experience 4(0-40)
This course is designed for work experience on the farm under the supervision of an instructor. The student will maintain complete and accurate records on cost and taxes. The instructor of this course will visit the student a minimum of twice during the quarter. The on-site visit will assist the student by providing information on crops and the general operation of a farm.

AGR 171 Farm Insurance 2(2-0)
Insurance information relative to a farmer's needs are covered in the course. Life insurance, compensation, liability, mortgage insurance and accident insurance are emphasized as they regard the farmer and the employee.

AGR 172 Outdoor Recreation 1(1-0)
A study of the opportunities for farmers in the development of outdoor recreation areas are covered; local, state and federal matching funding for outdoor recreation development are emphasized.

AGR 173 Forest Farm Management 2(2-0)
A study of the maintenance, harvesting, and planting of local forest trees with an emphasis on tree farms and the economics of tree farming.

AGR 174 Botany 3(2-3)
A study of the internal and external structure of plant life of the forest is emphasized in this course. The functions of the various parts of trees, the interrelationships of trees and other vegetation as well as the uses of the ecology of the forest are covered.

AGR 175 Agriculture Records 4(1-6)
The composition and maintenance of farm records relative to the obtaining of farm credit. A single entry system shall be taught and instructors will work with the student individually and as a group in class.

AGR 176 Agriculture Business Management 4(1-6)
This course is designed to enable the student to learn the basic principles of a successful agriculture business. Problems in farm budgeting, capital acquisition, land acquisition, farm size and business organization will be topics of special interest.

AGR 180 Agriculture Cooperative Work Experience 4(0-40)
This optional course is designed for continued work experience on the farm under the supervision of an instructor. The student will maintain complete and accurate records on cost and taxes. The instructor of this course will visit the working student a minimum of twice during the quarter. The on-site visit will assist the student by providing information concerning the general operation of a farm.

AGR 200 Small Engine Mechanics 4(2-4)
Subject includes air cleaners, fuel systems, ignition systems, lubrication, crankshaft, valves and rings, trouble-shooting, and tune-up.

AGR 201 Agriculture Economics 3(3-0)
An introduction to economics, the functions of the economic system and agriculture's role in the economy. A review of the functions of the manager and an introduction to the principles he uses in making decisions to adjust to changing conditions. Analysis of the main sources of change which affect agriculture firms.

AGR 203 Agriculture Taxes 3(3-0)
A study of the records necessary in order to complete a tax form; procedures and skills involved in income tax computations are also covered.

AGR 204 Insurance for Agriculture 3(3-0)
A comprehensive study of life insurance, workers' compensation, liability, mortgage and accident insurance are emphasized as they concern the farmer and his employees.

AGR 205 Pesticides 3(3-0)
A study of the chemical control of harmful insects that destroy Southeastern North Carolina crops. A certification will be granted to those successfully completing the state exam.

AGR 206 Safety in Today's Agriculture 1(1-0)
A study of potential farm hazards and methods of preventing or reducing farm accidents. Also covered will be state regulations concerning highway use of farm machinery and a review of first aid techniques.

AGR 207 Agriculture Law 3(3-0)
This course is designed to acquaint the student with basic law. Contracts, agency and negotiable instruments, partner-

ships, corporations, sales, suretyship, bailments, and real property are covered.

AGR 208 Feeds & Feeding 3(3-0)
A study of the composition of feeds, feed additives and the nutritional requirements of livestock. The course includes a study of the principles used in formulation of practical and economical rations of livestock.

AGR 209 Beef and Swine Production 3(3-0)
This course covers the development of the beef and swine production and marketing industries; principles and practices of selection, breeding, feeding, housing, marketing and management of beef and swine.

AGR 225 Structural Design of Farm Buildings 3(3-0)
This course incorporates the layout practices, design methods, use of material and the environmental relationships that are related to current changes for agricultural production techniques. Students will investigate farm structure problems relevant to structural design.

AGR 226 Livestock Disease Control 3(3-0)
A study of the latest advances in disease control methods with emphasis on preventive measures, including antibiotics and feed supplements.

AGR 227 Breeding of Farm Animals 2(2-0)
Cattle and swine reproduction are emphasized in practical application on the farm. Genetics will be incorporated in the course content as well as study of artificial insemination methods.

AGR 228 Economic Organization of Agriculture 2(2-0)
A study of the organization and operation of our economic farming system. Also covered are economic forces that determine the production, level of prices and consumption of farm products. The role of the government and households in farm economics will be included.

AGR 229 Vegetable Harvesting and Grading 2(2-0)
A course designed to provide practical experience and understanding of manual and mechanical harvesting and grading aids. Government grading practices, quality standards, packaging, and special handling methods involved in vegetable production will be studied.

AGR 230 Food Processing and Storage 3(3-0)
A study of food processing practices as applied to farm produce. Packaging, sterilization, and preservation of food for storage and shippping will be studied. Additional topics to be covered include federal regulations, food chemistry, and bacterial control.

AGR 231 Swine Management and Production 3(3-0)
This course is a scientific study of selecting, breeding, feeding, and management of swine. Special emphasis will be placed on planning, breeding, and marketing as applied to swine production.

AGR 232 Farm Safety 2(2-0)
A study of potential farm hazards and methods of preventing or reducing farm accidents. Also covered will be state regulations concerning highway use of farm machinery and a review of first aid techniques.

AGR 233 Farm Labor Management 2(2-0)
A course concerned with farm labor relations with management and special emphasis on working conditions, liability, taxes, and social security requirements.

AGR 234 Farm Estate and Business Planning 3(3-0)
This course is an examination of how farm property is held and owned and a review of the family insurance program. Additional study will include special considerations in farm organization and estate planning.

AGR 235 Chemical Control of Weeds 2(2-0)
The chemicals and physical properties of agricultural chemicals, their uses and effects on plants and their toxicity to man and animals. Chemical formulations, calibration of equipment, and methods of application in weed control are also covered.

AGR 236 Agricultural Communications 3(3-0)
A course concerned with the applicability of communications theory to agricultural organizations. Emphasis will be placed on interpersonal communications skills designed to assist the farmer in working with small groups and various farm agencies.

AHR 101 Automotive Heating and Air Conditioning 4(2-4)
This course emphasizes the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing are stressed.

AHR 111 Advanced Automotive Heating & Air Conditioning 4(2-4)
A continuation of AHR 101.

AHR 1121 Principles of Refrigeration 6(4-6)
An introduction to the principles of refrigeration; various refrigerants are examined, as well as the use and construction of valves, fittings, and basic controls. Practical experience involves: tube bending, flaring, and soldering. Safety procedures and measures are always emphasized.

AHR 1122 Domestic and Commercial Refrigeration 6(4-6)
A study of domestic and commercial refrigeration systems emphasizing the servicing and maintenance of these systems. Utilization of manufacturers' catalogs in sizing and matching system components are covered. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisite: AHR 1121.

AHR 1123 Principles of Air Conditioning 10(5-15)
Selection of various heating, cooling and ventilating systems is emphasized in the course, as well as investigation and control of variables affecting air cleaning, movement, temperature and humidity. Commercial air conditioning equipment is assembled and tested, and training in practical sizing and balancing of duct work is provided.

AHR 1124 Air Conditioning and Refrigeration Servicing 5(3-6)
Emphasis is on the installation, maintenance, and servicing of equipment used in cleaning, charging, humidification and temperature control of air in an air conditioned space. Prerequisite: AHR 1123.

AHR 1126 All-Year Comfort Systems 5(3-6)
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for year-round comfort will be studied; experience with this equipment will be provided in the laboratory. Prerequisites: AHR 1123; AHR 1128.

AHR 1128 Automatic Controls 5(3-6)
Included in this course are: electric and pneumatic controls, zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls. Prerequisites: ELC 1102.

ANT 120 Introduction to Anthropology 5(5-0)
An introduction to the discipline of anthropology and its various areas of concentration. The major emphasis of the course is man's social nature. A survey of physical anthropology, archaeology, and linquistics in the first three weeks provides a framework from which the idea of man as a cultural animal is developed.

ANT 125 American Indian History and Culture 5(5-0)
A survey of native American history from paleo-Indian traditions of the past to those of the present day; special emphasis is given to modern problems of acculturation and social change.



ANT 132 Man and the Supernatural 3(3-0)
Through first-hand study of religious practices, the course is designed to prepare the student to identify and analyze the processes by which given communities express their perceived relationships to the supernatural. The primary religious norms of shamism and those of institutional religions will be focused upon.

ART 105 Art Appreciation 5(5-0)
The purpose of this course is to establish an understanding of art and to develop an appreciation of the relationship between art and man in given environments in different cultures.

ART 110 Fundamentals of Design 6(5-2)
An introductory course emphasizing the elements and principles of design. Students have direct experience in a variety of media including charcoal, ink, paint, and print-making.

ART 111 Creative Design 4(3-2)
A studio course designed to develop the student's skill and self-expression through the use of various materials in two and three dimensional design.

ART 112 Figure Drawing 4(3-2)
A studio course concerned with developing the student's perception of the human figure, through interpreting a human model in various media, and through consideration of anatomy and composition.

ART 113 Advanced Drawing 4(3-2)
This course provides opportunities for independent work on problems in drawing. Permission of instructor is necessary.

ART 121 Sculpture I 5(4-2)
This course entails visualizing form through drawing; the student will have experience working in modeling clay and other 3-D materials.

ART 122 Sculpture II 5(4-2)
Work in wood, metal wire, soft stone, and plaster is stressed; the language of form is emphasized. Prerequisite: ART 121.

ART 123 Sculpture III 5(4-2)
Specialization in the student's preferred medium. The student will set his own individual goals. Prerequisite: ART 122.

ART 124 Sculpture IV—Advanced 3(4-2)
This course provides opportunities for independent work on problems in sculpture. Permission of instructor is necessary.

ART 131 Beginning Pottery 4(3-2)
An introduction to the handbuilt processes of ceramics as a fine art form. An exploration of the ceramic form, surface embellishment, glazing and firing processes will be incorporated. Emphasis will be placed on the artistic self-expression of the student and his/her ability to discriminate between successful and unsuccessful value expressions in clay.

ART 132 Advanced Pottery I 4(3-2)
An introduction to wheel-thrown ceramics. Emphasis will be placed on development of basic skills in wheel-thrown pottery and an understanding of functional design.

ART 133 Advanced Pottery II 4(3-2)
The assignment of specific ceramic problems in line with student need and interest. A study of important ceramic traditions of both Eastern and Western Art will be included. Prerequisite: Art 132.

ART 134 Advanced Pottery III 4(3-2)
A continuation of ART 133 in which the student will be encouraged to develop the technical skills necessary to express him/herself successfully in the ceramic medium. Prerequisite: ART 133.

ART 141 Printmaking I 4(3-2)
Introduction to various printing techniques. Students will begin with linoleum cuts, working up to the wood cut and a brief introduction to etching.

ART 142 Printmaking II 4(3-2)
Advanced course in printing techniques with emphasis on etching. The student learns to use a number of different plates and colors to create one work. Prerequisite: ART 141

ART 143 Printmaking III — Advanced 4(3-2)
This course provides opportunities for independent work on problems in printmaking. The student will set his individual goals in selected techniques. Permission of instructor is necessary.

ART 180 Art for Elementary Teachers 5(5-0)
A study of methods of philosophies of art education in the elementary school, with emphasis on the special logic of children's drawing. Studio work introduces projects in various art media for two and three dimensional creative work.

ART 195 Cooperative Education in Art 1(0-10)
This course is a work experience related to the field of art.

ART 196 Cooperative Education in Art 2(0-20)
This course is a work experience related to the field of art.

ART 197 Cooperative Education in Art 3(0-30)
This course is a work experience related to the field of art.

ART 198 Cooperative Education in Art 4(0-40)
This course is a work experience related to the field of art.

ART 201 Survey of Art History I — Ancient Art 5(5-0)
A survey of the general periods of art from prehistoric time through the Roman Empire.

ART 202 Survey of Art History II— Gothic and Renaissance Art 5(5-0)
A survey of painting, architecture, and sculpture from the Early Christian period to the French Revolution.

ART 203 Survey of Art History III — Modern Art 5(5-0)
An illustrated study of the significant trends in painting, architecture, and sculpture since 1850.

ART 204 Art History IV. Travel Study 3(1-4)
A travel study course dealing with the visual arts of selected civilizations by studying the history and background and visiting locations where the art form is on display.

ART 210 Painting Processes 4(3-2)
Exploration of different painting media with an emphasis on development of techniques for self - expression. May be repeated for credit.

ART 211 Portrait Painting 4(3-2)
A studio course designed to develop the student's color sensibility using different painting media. The student will work from the living model.

ART 212 Advanced Painting 4(3-2)
This course provides opportunities for independent work on problems in painting. Permission of instructor is necessary.

AUT 1111 Auto Body Repair I 9(4-15)
Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1112 Auto Body Repair II 9(4-15)
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting. Prerequisites: AUT 1111, WLD 1101, PHY 1101.

AUT 1113 Metal Finishing and Painting 7(3-12)
Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools. Prerequisites: AUT 1112, WLD 1105.

AUT 1114 Body Shop Applications 10(3-21)
General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster. Prerequisites: AUT 1115, PHY 1102, PME 113.

AUT 1115 Trim & Glass Installation 5(2-9)
Methods of removing and installing interior trim; Cutting, sewing and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. The student gains a thorough knowledge of the engine cooling system. Tests are made to insure normal engine cooling operation. Prerequisites: AUT 1112, WLD 1105.

BIO 101 General Biology I 4(3-2)
A study of the structure and function of the major systems of the human body. Laboratory experiments complement the lecture topics. Prerequisite: Placement in ENG 101 and RDG 101. Some students will be placed in sections of this course with six contact hours 4(2-4) according to their skill level.

BIO 102 General Biology II 4(3-2)
A study of the cell is followed by an introduction to genetics with emphasis on human heredity. Ecology and evolution are also covered. Prerequisite: BIO 101 or by permission of instructor. Some students will be placed in sections of this course with six contact hours 4(2-4) according to their skill level.

BIO 103 General Biology III 4(3-2)
An introduction to the chemical properties of living cells. The study of the structure and function in plants is presented. Causes and possible solutions of the energy crisis are summarized. Prerequisite: BIO 102 or by permission of instructor. Some students will be placed in sections of this course with six contact hours 4(2-4) according to their skill level.

BIO 171 Human Sexuality 3(3-0)
This course offers an in-depth study of the biological aspects of human reproduction.

BIO 201 Botany I 4(3-2)
A survey of the plant kingdom with emphasis on structure, physiology, reproduction, ecology, and classification of representative types.

BIO 202 Botany II 4(3-2)
A continuation of BIO 201.

BIO 203 Botany III 4(3-2)
A continuation of BIO 202.

BIO 204 Anatomy & Physiology I 5(4-2)
A microscopic and macroscopic study of the human body as a functioning system, including basic chemical and physical principles that pertain to cell structures and function, general body plan, skeletal and muscular systems. Prerequisite or Co-requisite: CHM 151.

BIO 205 Anatomy & Physiology II 5(4-2)
The continuation of BIO 204 including a study of human nervous, respiratory, cardiovascular, digestive, and urinary systems. Prerequisite: BIO 204

BIO 206 Anatomy & Physiology III 5(4-2)
A continuation of BIO 205 including a study of human endocrine and reproductive systems. Fluid and electrolyte balance, acid-base balance and stress are also covered. Prerequisite: BIO 205 or permission of instructor.

BIO 207 Microbiology 3(2-2)
A study of microorganisms with emphasis on the morphology, physiology and means of destruction and inhibition of human pathogens. Microbiology in health and disease will be covered.

BIO 208 Microbiology 3(2-2)
This course involves an in-depth study of bacterial organisms that are pathogenic. Emphasis will be placed on sterilization, disinfection, antibodies, chemotherapy, allergy, intestinal protozoans and helminthes. Epidemiology and venereal organisms are briefly covered. This course is offered to satisfy the requirements for transfer to UNC-Charlotte. Prerequisite: BIO 207 or by permission of instructor.

BIO 211 Zoology I 4(3-2)
An introduction to the principles of Animal Biology with emphasis on the major phyla of animals; life histories, morphology, physiology and economic significance is stressed.

BIO 212 Zoology II 4(3-2)
A continuation of BIO 211.

BIO 213 Zoology III 4(3-2)
A continuation of BIO 212.

BIO 240 Genetics I 3(2-2)
An introduction to the principles of inheritance. Molecular aspects of gene action will be covered along with the Mendelian laws of transmission, the role of genes in human development and the genetics of populations.

BIO 241 Genetics II 3(2-2)
A continuation of BIO 240.

BPR 110 Blueprint Reading and Sketching I 2(1-3)
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors, windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.

BPR 113 Blueprint Reading & Sketching II 2(1-3)
Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes.

BPR 1101 Blueprint Reading 1(1-0)
This course covers interpretation and reading of blueprints, instruction and service manuals, and writing diagrams.

BPR 1104 Blueprint Reading Mechanical 2(1-2)
Interpretation and reading of blueprints as well as information concerning the basic characteristics of the blueprint: (i.e., lines, views, dimensioning procedures and notes).

BPR 1105 Blueprint Reading Mechanical 1(0-3)
A continuation of BPR 1104 with a concentration on blueprints as they are used in industry; prints supplied by industry are examined; drafting room procedures, making plans for operations, and sketching to communicate ideas are covered. Prerequisite: BPR 1104.

BPR 1106 Blueprint Reading: Mechanical 1(0-3)
A continuation of BPR 1105; advanced blueprint reading and sketching particularly as they relate to detail and assembly drawings used in machine shops are treated, as well as the interpretation of drawings of complex parts and mechanisms.

BPR 1110 Blueprint Reading/ Building Trades 1(0-3)
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.

BPR 1111 Blueprint Reading & Sketching 1(0-3)
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches. Prerequisite: BPR 1110.

BPR 1115 Blueprint Reading: Plumbing Trades 1(0-3)
Sketching diagrams and schematics, and interpretation of blueprints applicable to the plumbing trades. Emphasis will be on plumbing plans for domestic and commercial buildings. Piping symbols, schematics, diagrams and commercial buildings. Piping symbols, schematics, diagrams and notes will be studied in detail. Applicable building and plumbing codes will be used for reference.

BPR 1116 Blueprint Reading: Air Conditioning 2(1-3)
This course is designed for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading blueprints common to the air conditioning trades.

BPR 1117 Blueprint Reading: Welding 2(1-2)
A study of blueprints in which welding procedures are symbolically expressed. Course will focus on application and interpretation of welding symbols.

BPR 1118 Pattern Development and Sketching 2(1-2)
This course covers welding symbols, methods of laying out sheets of steel, sketching welding projects, jigs, and holding devices; developing pipe and angle layouts using patterns and template is also stressed.

BUS 101 Typewriting I 3(1-4)
This course emphasizes the study of keyboard, the mechanics of the typewriter necessary for acquisition of elementary typewriting skills, and development of speed and accuracy.

BUS 102 Typewriting II 3(1-4)
This course emphasizes improvement of typewriting skills, manuscript writing, basic letter writing, and tabulations. Prerequisite: BUS 101 or permission of instructor.

BUS 103 Typewriting III 3(1-4)
This course emphasizes business letters, half-size and executive-size stationery, stencils, spirit masters, correspondence, government memorandums and directives, and government forms. Prerequisite: BUS 102.

BUS 104 Typewriting IV 3(1-4)
This course emphasizes the typing of medical forms and reports, technical reports, footnotes, bibliographies, columnar tables, financial statements, tax forms, legal documents and legal forms. Prerequisite: BUS 103.

BUS 105 Introduction to Business 5(5-0)
A survey course covering topics concerning the nature of the private enterprise system and its relationship to economic organization. Government regulations, laws, taxes, and ethical standards are examined, as well as business finance, production, and marketing, insurance and stock exchanges.

BUS 106 Business Law I 3(3-0)
A general course covering legal rights, court systems, the law of torts and business crimes, administrative agencies, community planning, consumer protection, and contract law.

BUS 107 Business Law II 3(3-0)
A study of business law with emphasis on personal property, bailments, sales contracts, commercial paper, creditor's rights, secured transactions, and risk-bearing.

BUS 108 Beginning Shorthand 4(3-2)
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

BUS 109 Intermediate Shorthand 4(3-2)
Continued study of theory with a greater emphasis on dictation for transcription. Minimum dictation rate of 60 words per minute for 3 minutes is the standard. Prerequisite: BUS 108 or a dictation rate of 40 words per minute on new material for 3 minutes.

BUS 110 Advanced Shorthand 4(3-2)
Introduction to office-style dictation. Emphasis is on development of speed in dictation and accuracy in transcription. Minimum dictation rate of 80 words per minute for 3 minutes is the standard. Prerequisite: BUS 109 or permission of instructor.

BUS 111 Principles of Accounting I 4(3-2)
A study of the basic accounting procedures and the theory underlying those procedures. Completion of the accounting cycle for the business enterprise is included.

BUS 112 Principles of Accounting II 4(3-2)
A continuation of accounting theory developed in BUS 111 including accounting for plant assets, inventory, depreciation, and introduction to partnership and corporate accounting. Prerequisite: BUS 111

BUS 113 Principles of Accounting III 4(3-2)
The study of accounting as applicable to the control of costs and development of managerial decision-making information. Prerequisite: BUS 112.

BUS 114 Secretarial Accounting I 4(3-2)
This course provides the secretarial science and clerical students with the accounting background needed in a normal office situation. This includes the accounting cycle, financial statements, the payroll accounting.

BUS 115 Secretarial Accounting II 4(3-2)
A continuation of BUS 114. A continuation of the basic accounting principles, and an introduction to partnership and corporate accounting. Prerequisite: BUS 114.

BUS 116 Office Machines I 5(3-4)
Students are trained in the technique, process, operation, and application of the ten-key adding machines, electronic printing calculators, 29 Keypunch machine, and mimeographing and duplicating machines. Prerequisites: BUS 141, BUS 142.

BUS 118 Machine Transcription I 3(1-4)
This course provides training in transcribing from dictating machines, with special emphasis on typewriting speed, accuracy, and good English grammar usage. Prerequisite: ENG 102, BUS 104, BUS 146. The student should type at the minimum rate of 35 net words per minute and must pass the Odell or Tedens test with a score of 75 percent or better.

BUS 119 Machine Transcription II 3(1-4)
A continuation of BUS 118. Prerequisites: BUS 118 (BUS 104, BUS 146, BUS 206, ENG 102 for Secretarial Students).

BUS 124 Business Finance 3(3-0)
A survey of finance. Topics studied include: financial institutions, financial instruments, and financial statements.

BUS 130 Introduction to Data Processing Systems 5(4-2)
This course introduces the student to Electronic Data Processing hardware components and their functions; study focuses on using the EDP system in solving business and social science problems; communicating with EDP terminology is stressed; the role of the computer in society and its effect on society is discussed.

BUS 141 Business Mathematics I 3(3-0)
This course stresses fundamental arithmetic operations and their application to business problems. Decimals, fractions, percentages, payroll and taxes are stressed. Prerequisite: MAT 91 or pass entrance test.

BUS 142 Business Mathematics II 3(3-0)
This course stresses basic math operations related to accounting. Financial charges based on interest, depreciation, inventory, insurance, and stocks and bonds are covered. Prerequisite: BUS 141.

BUS 146 Business English 3(3-0)
Emphasis will be placed on four important areas that all secretarial and clerical workers are required to know — grammar, vocabulary, proofreading, and punctuation.

BUS 170 Personal Economics 3(3-0)
This course introduces basic economic theory and deals with its relationship to personal financial management.

BUS 195 Cooperative Education In Business Related Areas 1(0-10)
This is a work experience course in business related areas. The student will have the opportunity for practical application of skills and knowledge previously learned in General Office Technology, Secretarial Technology, and/or Business Administration.

BUS 196 Cooperative Education In Business Related Areas 2(0-20)
This is a work experience course in business related areas. The student will have the opportunity for practical application of skills and knowledge previously learned in General Office Technology, Secretarial Technology, and/or Business Administration.

BUS 197 Cooperative Education In Business Related Areas 3(0-30)
This is a work experience course in business related areas. The student will have the opportunity for practical application of skills and knowledge previously learned in General Office Technology, Secretarial Technology, and/or Business Administration.

BUS 198 Cooperative Education In Business Related Areas 4(0-40)
This is a work experience course in business related areas. The student will have the opportunity for practical application of skills and knowledge previously learned in General Office Technology, Secretarial Technology, and/or Business Administration.

BUS 206 Dictation and Transcription I 4(3-2)
This course develops the shorthand skills of taking dictation and transcribing materials including a review of theory, and the dictation of familiar and unfamiliar material at varying rates of speed. Prerequisite: BUS 110.

BUS 207 Dictation and Transcription II 4(3-2)
This course concentrates on development of shorthand accuracy, speed and vocabulary that will enable the stenographer to meet the demands of business, technical, and professional offices. Prerequisite: BUS 206.

BUS 208 Dictation and Transcription III 4(3-2)
This course is a continuation of BUS 207 with emphasis on shorthand speed building and transcribing mailable letters. Prerequisite: BUS 107

BUS 213 Office Procedures 3(1-4)
This course is designed to acquaint the student with typical reponsibilities of the office worker, receptionist duties, filing, handling the mail, sending telegrams, etc. Prerequisite: BUS 104.

BUS 219 Business Communications 3(3-0)
Techniques and styles of writing various types of business communications such as sales letters, credit and collection letters, good will and promotion letters, letters of application, data sheets, and business reports with emphasis on spelling, punctuation, and grammar. Prerequisite: ENG 102; BUS 101.

BUS 220 Human Relations in Business 3(3-0)
The problems of interpersonal relationships in organizations. Emphasis on motivation, morale, supervision, decision making, and communications.

BUS 221 Economic Principles I 5(5-0)
An introduction to economic principles, problems and policies, accounting, policy aspects of national income and product, as well as public finance, banking and international trade.

BUS 222 Economic Principles II 5(5-0)
This course focuses upon theories of production, determination of prices, distribution of income, monopolies, industrial relations and comparative economic systems. Prerequisite: BUS 221.

BUS 223 Intermediate Accounting I 4(3-2)
Analysis of the theory, principles, concepts, and procedures that are necessary in the preparation of financial statements as prescribed by the AICPA and FASB. Prerequisites: BUS 111, BUS 112, and BUS 113.

BUS 224 Intermediate Accounting II 4(3-2)
A continuation of BUS 223 covering the funds flow statements, statement analysis, error correction, and price-level statements. Prerequisites: BUS 111, BUS 112, BUS 113, and BUS 223.

BUS 229 Income Taxes 4(3-2)
The course is designed to enable the student to fill out his income tax returns (state and federal). The student will be able to fill out the tax forms and schedules that the average businessman, farmer, or professional person must complete and submit to the Federal Internal Revenue Service and the North Carolina Department of Revenue.

BUS 231 Fundamentals of Management I 3(3-0)
This course deals with a fundamental approach to the management process. An operational theory of management is developed which applies to all types of organizations.

BUS 232 Fundamentals of Management II 3(3-0)
This course covers management theory as it applies to various practical administrative situations. Prerequisite: BUS 231.

BUS 233 Personnel Management 3(3-0)
This course covers the employee-management relationship, labor unions, hiring and personal development, financial compensations, and employee security.

BUS 235 Small Business Management 3(3-0)
This course covers the principles involved in business management: planning, controlling, directing and financing as related to a small business firm.

BUS 238 Marketing 3(3-0)
This course is designed to acquaint the student with the structure and functions of the marketing system.

BUS 239 Salesmanship 3(3-0)
A study of salesmanship including: the skills of good salesmanship, the selling process, consumer motivation, and the management of selling.

BUS 240 Advertising 3(3-0)
A theoretical and applied approach to managing advertising campaigns.

BUS 247 Business Insurance 3(3-0)
A presentation of the basic principles of risk, insurance, and their applications. A survey of the various types of insurance is included.

BUS 255 Keypunch 3(1-4)
The course covers basic information for operation of card-punch machines through utilization of lecture, lab and practice set materials.

BUS 260 Business Filing 3(1-2)
The course covers fundamentals of indexing and filing for business. Methods covered are: Alphabetic, Geographic, Subject, Dewey Decimal, and Numeric.

BUS 280 Accounting I 4(4-0)
This course is a comprehensive treatment of all up-to-date accounting principles and gives the student ample opportunity through examples, illustrations, and correlated activities to learn how the principles are applied.

BUS 281 Analyzing Financial Statements 4(4-0)
This course covers characteristics of financial statements and financial statement analysis.

BUS 282 Bank Public Relations and Marketing 4(4-0)
This course discusses the basics of public relations, both internal and external, and seeks simply to provide an over-view of public relations and marketing.

BUS 283 Commercial Law 4(4-0)
This course is designed to teach the banker to act in accordance with established legal principles and to provide a general knowledge of legal problems pertaining to business and banking.

BUS 284 Credit Administration 4(4-0)
This course, directed toward the executive level, covers factors influencing and determining loan policy, methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans.

BUS 285 Economics 4(4-0)
This course explains how the economic system operates. It treats the determination of relative value in markets with different types of competition, applies the underlying principles of international economics and finance, and approaches the limitations and pitfalls of economics from the layman's viewpoint.

BUS 286 Effective English 4(4-0)
This course examines language usage from a communications theory standpoint and a grammatical standpoint. It also is concerned with language mastery through wide reading, an interest in words, and practice in writing.

BUS 287 Fundamentals of Bank Data Processing 4(4-0)
This survey course has been developed to meet the need for a broadly based and non-technical explanation of electronic data processing as applied to banks.

BUS 288 Bank Management 4(4-0)
This course covers new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with working knowledge of bank management incorporating case studies as examples.

BUS 289 Principles of Bank Operations 4(4-0)
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad, operational perspective.

BUS 290 Installment Credit 4(4-0)
This course emphasizes: establishing credit, obtaining information, servicing the loan, and collecting the amounts due in an efficient credit operation. Other topics discussed are inventory financing, special loan programs, business development and advertising and public relations aspects of installment lending.

BUS 291 Supervision and Personnel Administration 4(4-0)
This course is designed to aid first - line supervisors in making a smooth transition from expert in a task to supervisor producing results through efforts of other people. The supervisor must reflect management attitudes, utilize management policies and achieve maximum production.

BUS 292 Accounting II 4(4-0)
The content of this course was selected with two major objectives in mind; immediate on-the-job usefulness, and contribution to the student's future growth in the banking field. The course consists of a detailed study of balance sheet items, covers manufacturing accounting and product costing, and includes an appropriate study of cost analysis for managerial decisions.

BUS 293 Law and Banking 4(4-0)
An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi - contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial papers, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform commercial Code.

BUS 295 Management of Commercial Bank Funds 4(4-0)
This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions are spelled out so that this text is useful to bankers in institutions of all sizes.

BUS 297 Real Estate Fundamentals 3(3-0)
This course covers the terminology and law of real estate, real estate financing and appraising, and the mathematics on North Carolina Real Estate Examinations.

BUS 298 Real Estate Fundamentals I-Brokers 5(5-0)
This course is the first in a two-course sequence required of all applicants for a North Carolina real estate broker's license. Instruction includes an introduction to the real estate business, property ownership and interests, transfer of title to real property, land use controls, and the law of agency. Additional topics studied include fair housing laws, real estate contracts, financing, closing transactions, and property valuation.

BUS 299 Real Estate Fundamentals II-Broker 4(4-0)
A continuation of BUS 298. Topics covered include residential building construction, property management, property insurance, tax implications of home ownership, and real estate investments. Special emphasis will be placed on licensing laws and rules and regulations of the North Carolina Real Estate Licensing Board. Prerequisite: BUS 298

BUS 1103 Small Business Operations 3(3-0)
This course is an introduction to the business world; it includes problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventory, layout of equipment and offices, methods of improving business, and employer-employee relations.

CAR 1101 Carpentry 8(3-15)
A brief history of carpentry and present trends of the construction industry. The course will involve operation, care, and safe use of carpenters' handtools and powertools in cutting, shaping, and joining construction materials used by the carpenter. Major topics of study will include: theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.

CAR 1102 Carpentry: Millwork and Cabinetmaking 8(3-15)
Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of base and wall cabinets, built-in desk, door and window frames, stairs and interior and exterior cornice and trim.

CAR 1103 Carpentry: Framing 8(3-15)
Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including floor joist, sub-floor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as electrical, air conditioning, heating, and plumbing.

CAR 1104 Carpentry: Finishing 9(3-18)
Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as exterior cornice, door and window trim, interior flooring, door and window facing, moldings, and cornice construction, installation of hardware, and installation of built-in equipment and cabinets.

CAR 1113 Carpentry: Estimating 4(3-3)
This is a practical course in quantity "take off" from prints of jobs performed by the carpenter. Figuring the quantities of materials needed and costs of building various components and structures.

CAR 1114 Building Codes 3(3-0)
A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

CDE 101 Observation and Recording 3(2-3)
This course is designed in order that the student may observe the physical and psychological actions of the pre-school child. Recording of these actions in different observation formats is an essential part of this course.

CDE 102 Rhymthic Activities and Creative Expression 4(3-2)
This course is designed to acquaint the student with the different kinds of musical experiences that should be included in a child development program and how these experiences contribute to the development of the young child.

CDE 103 Child Development: Conception to Age Six 3(3-0)
This course is a detailed study of the child's development between the ages of conception to age six; factors covered are: effect of experiences on behavior patterns, attitudes and interpersonal skills; language utilization is also covered.

CDE 104 Foods For Children 4(3-2)
This course is designed to teach the nutritional needs of growing children. Food needs and menu planning for the mid-morning snack and lunch are covered.

CDE 105 Preschool Education 5(3-6)
This course deals with the various considerations one deals with when setting up a pre-school room (i.e., what equipment to purchase to augment muscle control, etc.). Different types of pre-schools are presented in discussion.

CDE 106 Science for the Preschooler 4(3-2)
This course is designed to explore those basic everyday principles relevant to the child's interest about his environment.

CDE 107 Parent Education 2(2-0)
This course emphasizes family counseling procedures and techniques that will better prepare the student to relate to and work with parents.

CDE 108 Pre-School Practicum 5(3-6)
This course requires that the student work in the pre-school at least 6 hours per week; emphasis is on the incorporation of skills learned in prior CDE courses; the student is required to take initiative in planning activities for entire weeks and days.

CDE 110 Creative Activities 5(3-6)
This course allows the student an opportunity to work with all types of media used in the preschool classroom in creative self-expression.

CDE 111 Literature for Children 4(3-3)
This course presents books and materials to be used in the preschool room; different types of literature are covered and different modes of utilization discussed.

CDE 112 Child Guidance 3(3-0)
This course is designed to acquaint the student with behavior problems in children during the preschool years and to discuss different methods for guiding children into acceptable behavior.

CDE 113 Marriage and Family Relations 3(3-0)
This course is designed to discuss methods of solving problems which affect relationships within the family. Topics will include family management, types of family planning and services available within the community for all members of the family.

CDE 114 Internship In A Preschool Program 2(0-20)
This course includes a student teaching quarter in which the student teaches in a preschool setting.

CDE 115 Child Development: Six to Adolescence 3(3-0)
This course is a detailed study of the developmental sequence between middle childhood and adolescence, emphasizing environmental and social factors, behavior pattern formation, and value system development.

CDE 116 Exceptional Children 3(3-0)
This course presents the etiology of children with developmental variations requiring modification in activities. The student will be able to adapt instructional techniques and activities to fit the needs of the exceptional child. The student will be familiar with legislation affecting the handicapped child and will demonstrate understanding of the screening, referral and placement process.

CDE 117 Internship in a Public School Setting 4(0-40)
This course includes a student teaching quarter in which the student teaches in a public school setting.

CDE 118 Child Development For Day Care Workers 3(3-0)
A study of the developmental sequence during infancy, toddlerhood, and preschool periods. Course is designed for beginning students, paraprofessionals, and day care workers who need to increase their understanding of infants and children. Emphasis will be given to the total development of the preschool child and applying this information to day care work.

CDE 119 Introduction to Early Childhood Education 4(3-2)
This course is designed to promote understanding of the role and responsibilities of the child care worker. Emphasis will be given to history of early childhood education, how developmental needs of children under age six can be used to plan early childhood programs. Topics will include: physical plan equipment and space utilization, teacher qualifications, and the importance and methods of observing children.

CDE 120 Curriculums For Child Care Centers 5(3-6)
This course will provide ideas, materials, and methods for establishing a successful curriculum within a child care center. Students will identify, plan, and organize appropriate programs for various levels through class discussion and individual projects. Laboratory experiences will provide opportunities to participate in planning activities, selecting materials, and developing techniques for working with children.

CDE 121 Home and Community Influences On Young Children 4(3-2)
The course is designed to aid the child care worker to plan for positive school-home relationships, effective communication, and parent involvement in school activities to strengthen the family as well as to contribute to the development of the child himself.

CDE 122 Working With The Young Child With Problems 3(3-0)
Study of the behavior in relation to developmental stages, with emphasis on behavior which is symptomatic of emotional or physical handicaps. Effective interaction and other types of remedial help are explored. Parental problems are also discussed.

CDE 123 Language Development in Children 4(3-2)
Emphasis on development of skills in the language arts-listening, speaking, writing, and reading. Student will be encouraged to help child to develop comprehension and capacity for use of written and oral language. Each student will plan activities to encourage language development in the young child.

CDE 124 Books For Children 4(3-2)
This course will acquaint the student with the current and classic literature in the children's field and will give the student practice reading to children, telling stories to children, and using media such as puppets, tapes, filmstrips that are appropriate for young children.

CDE 125 Administration And Supervision In A Preschool Facility 3(3-0)
Designed to assist student in establishing policies and procedures for the operation of a center for group care of young children. Emphasis will be on topics such as: supervision and evaluation of staff members, budgeting processes, food and health services, and discussion of laws and regulations of child care centers.

CDE 195 Cooperative Education in Child Development 1(0-10)
This is a work experience course in the Child Development program. The student may select a work experience related to his particular interest in the area of Child Development.

CDE 196 Cooperative Education in Child Development 2(0-20)
This is a work experience course in the Child Development program. The student may select a work experience related to his particular interest in the area of Child Development.

CDE 197 Cooperative Education in Child Development 3(0-30)
This is a work experience course in the Child Development program. The student may select a work experience related to his particular interest in the area of Child Development.

CER 1101 Pottery I: Ceramic Materials, Procedures, and Techniques 15(5-30)
An introductory course in the study of pottery production. The physical nature of clay, its prepaation and use, and the drying and firing of clay will be studied. The fundamental methods of handbuilt and thrown pottery will be introduced, as well as techniques of surface embellishment with slips and glazes. The process of stacking and firing the electric kiln will be included.

CER 1102 Pottery II: Ceramic Materials, Procedures, and Techniques 15(5-30)
An introduction to advanced throwing techniques, including sets of ware, lidded forms, and handles. Emphasis will be placed on more intensive experience in disciplined throwing. The student will learn to mix glazes and stack and fire both bisque and glaze kilns. Concepts of function and design will be incorporated. Prerequisite: CER 1101.

CER 1103 Pottery III: Ceramic Materials, Procedures, and Techniques 15(5-30)
This course includes continued discipline in throwing with emphasis placed upon making matching sets and individually designed functional ware. The student will learn to throw off the hump and develop a "shop routine" that is coordinated to the pottery-making process. A general study of ceramic raw materials will be included with emphasis placed upon the study of the composition and formulation of clay and glazes. Prerequisite: CER 1102.

CER 1104 Pottery IV: Ceramic Materials, Procedures, and Techniques 15(5-30)
This course will emphasize individualized projects in line with student need and interest. Specialized techniques of surface embellishment will be explored. Advanced firing techniques and kiln design will be studied. The student will address him/herself to the following areas: maintenance of equipment, shop layout and organization, sources of supply, pricing and selling wares. Before graduation, the student will be required to have a formal showing of his/her work. Prerequisite: CER 1103.

CHM 100 Introduction to Modern Chemistry 1(1-0)
This course is a general introduction to chemistry for non-chemistry majors. Topics include: fundamentals of chemistry, activities of the chemist, use of chemical research, household medicines, drugs, and radiochemistry.

CHM 101 General Chemistry 4(3-2)
This course provides instruction in the language of chemistry, fundamental laws and theories, elements and compounds, kinetic molecular theory, solutions, the gas laws and atomic structure. Prerequisite or Co-requisite: MAT 112 or permission of the instructor.

CHM 102 General Chemistry 4(3-2)
This course emphasizes the mastery of formula and equation writing; chemical calculations, colloid chemistry, chemical equilibium, redox and electrochemistry; organic and nuclear chemistry and biochemistry are introduced. Prerequisite: CHM 101.

CHM 103 General Chemistry 4(2-4)
This course covers ionic equilibria in aqueous systems of weak electrolytes, the solubility, product principle, hydrolysis and semi-micro qualitative analysis. Prerequisite: CHM 102.

CHM 151 Chemistry for Allied Health 3(2-2)
This course is designed for students in the health-related programs. Emphasis is on the practical aspects of inorganic and organic chemistry and biochemistry.
Prerequisite: High School Chemistry

CHM 203 Instrumental Quantitative Analysis 6(3-6)
A study of the principles of volumetric, gas chromatography, instrumentation and technqiues of spectrophotometry, and radiochemical methods of analysis. Practical laboratory determinations of common metals, nonmetals, acids, and bases are conducted. Prerequisite: CHM 103 or permission of the instructor.

CHM 204 Introduction to Organic Chemistry 4(3-2)
The course presents an introduction to organic chemistry, dealing with saturated hydrocarbons, alkanes and cycloalkanes; unsaturated hydrocarbons, alkenes and aromatics; alcohols, ethers, and phenols; halides, mercaptans and amines; aldehydes and ketones; carboxylic acids and synthetic polymers. Prerequisite CHM 101.

CHM 205 Introduction to Bio-Chemistry 4(3-2)
The course presents an introduction to bio-chemistry, dealing with carbohydrates; lipids; proteins, metabolism, enzymes, vitamins; hormones and chemotherapy; nucleic acids and heredity; extracelluar fluids of the body; biochemical energetics; metabolism of carbohydrates and lipids and proteins; and nutrition. Prerequisite CHM 204.

CIV 101 Surveying 5(3-6)
This course covers the theory and practice of plain surveying, including taping, differential and profile leveling, earth work computations, transit stadia, tape surveying, and the development of topographical maps and symbols.

CJC 101 Introduction to Criminal Justice 5(5-0)
This course is designed to familiarize the student with the philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, an evaluation of law enforcement's current position, and orientation relative to the profession as a career.

CJC 102 Criminal Law I 3(3-0)
This course is designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina Law.

CJC 103 Criminal Procedure 3(3-0)
This course is designed to provide the student with a review of court systems; procedures from incident to final dispositions including the knowledge of how to legally and effectively question suspicious persons, witnesses, suspects, etc.; principles of constitutional, federal, state and civil laws as they apply to and affect legal and effective search, seizure and arrest, booking procedure; types of search and how to effect an arrest or search.

CJC 104 Introduction to Criminology 5(5-0)
This course is a survey of the different crimes, theories and factors attributing to criminal behavior; the student will study some of the penal and correctional procedures which have been used in the past as well as some of the contemporary methods.

CJC 105 Criminal Evidence 3(3-0)
This course covers the kinds and degrees of evidence and rules governing the admissibility of evidence in court. This course gives the student the necessary practical knowledge to investigate, prepare and present cases to the courts.

CJC 106 Community Relations 3(3-0)
This course is designed to create an awareness of the need for a good police and community relationship; problems confronting police personnel in achieving this goal; solutions to these problems including a survey of non-police agencies dealing with police problems and how they can best work together to achieve their common goal.

CJC 107 Applied Police Psychology 3(3-0)
This course builds upon the principles of psychology taught in PSY 201. It is designed to assist law enforcement officers in a better understanding of relationships on the job, at home, and in the community as members of the law enforcement team. Also included will be practical knowledge of how to handle "domestic difficulties," and disturbed persons (mental, emotional, opposite sex, etc.).

CJC 108 Criminal Law II 3(3-0)
This course is a continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of givernment. This course will give the student the knowledge to enable him to perform primary law enforcement functions effectively and properly. Primary emphasis will be placed upon North Carolina Law. Prerequisite: CJC 102.

CJC 195 Cooperative Education In Criminal Justice 1(0-10)
This is a work experience course in the Criminal Justice program. The student may select a work experience related to his particular interest in the area of criminal justice.

CJC 196 Cooperative Education In Criminal Justice 2(0-20)
This is a work experience course in the Criminal Justice program. The student may select a work experience related to his particular interest in the area of criminal justice.

CJC 197 Cooperative Education In Criminal Justice 3(0-30)
This is a work experience course in the Criminal Justice program. The student may select a work experience related to his particular interest in the area of criminal justice.

CJC 198 Cooperative Education In Criminal Justice 4(0-40)
This is a work experience course in the Criminal Justice program. The student may select a work experience related to his particular interest in the area of criminal justice.

CJC 200 Motor Vehicle Laws 3(3-0)
This course is a study of the traffic enforcement codes with primary emphasis placed on North Carolina Law.

CJC 201 Organization and Administration 5(5-0)
This course is an introduction to the principles of organization and administration including their application to field services, such as: vice control, traffic patrol, criminal investigation, and juvenile division. A discussion of the service functions: (e.g. training, communications, two-way radio, PIN system service functions, and signals, records, property maintenance and miscellaneous services).

CJC 202 Juvenile Justice 5(5-0)
This course examines delinquency with regard to the conditions under which it occurs. It explores strategies and treatment as it relates to effective methods of dealing with delinquent behavior, also the juvenile court's role in delinquency prevention. Special attention is placed on the North Carolina Juvenile Justice System.

CJC 203 Interviews and Interrogations 3(3-0)
This course covers the various sources of information available to law enforcement agencies and the techniques used in interviewing and interrogating.

CJC 204 Police Supervision 3(3-0)
A continuation of CJC 201. Emphasis is on developing supervisory and management techniques employed at the various levels of police work.

CJC 205 Identification Techniques 4(4-0)
The student will study various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and taking rolled impressions will be developed through lab practice. Instruction will be given in the more popular ten finger and single print classification systems. An introduction will be given to the process of comparing latent lifts and rolled impressions and in preparing them for courtroom presentation.

CJC 206 Technical Report Writing 3(3-0)
A course in which the student is able to make a practical application of his knowledge of English to experiences relevant to his curriculum with emphasis on forms of business communications such as letters, memoranda and short reports. This course will give the student the knowledge and ability to prepare reports consistent with his job responsbility.

CJC 207 Criminal Justice Photography 4(3-2)
This course is a study of photographic equipment and its applications to the field of law enforcement. Instruction will be given in all phases of photography, as well as the development of negatives and prints.

CJC 208 Criminal Investigation 5(5-0)
This course introduces the student to the fundamentals of investigating: crime scene search, recording, collection and preservation of evidence, case preparation and court presentation, and the investigation of specific offenses (e.g. arson, narcotics, sex, larceny, burglary, robbery and homicide).

CJC 209 Forensic Science 4(4-0)
This course is a survey of the various sciences and their application to the field of law enforcement. A study of the theory and techniques used in the more common analyses: flammable accelerants, explosives, serial number restoration, firearms, primer residue tests, etc.

CJC 212 Corrections 5(5-0)
This course is an examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctinal institutions, and parole. This course provides a history and philosophy in the field of correction.

CJC 213 Confinement Facilities Administration 3(3-0)
This course is designed to familiarize the student with the supervision and administration of confinement facilities, involving techniques of inmate supervision, security, medical care of prisoners, food preparation, sanitation, various legal aspects controlling detention facilities, correctional institutions, and jails.

CJC 214 Corrections Law 3(3-0)
This course is designed to familiarize the student with the specific laws as they pertain to correction, care, custody, and control.

CJC 216 Community Based Corrections 3(3-0)
Community resources that can be utilized in the correctional process are examined in this course; included are: vocational rehabilitation, alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private

volunteer, professional assistance, legal aid, and other pertinent services.

CJC 217 Corrections Counseling 5(4-2)
This course is designed to provide the student with information pertaining to counseling techniques as they apply to the needs of a correction officer. Time is provided for role playing and other useful techniques.

CJC 218 Paroles, Probation, and Pardons 3(3-0)
Probation as a judicial process and parole as an executive function are examined in this course, as well as community - based correctional operations.

CJC 219 Rehabilitation 3(3-0)
This course is designed to provide the student with the opportunity to explore the different avenues of rehabilitation. New and innovative techniques of rehabilitation are emphasized as they relate to successful methods.

CJC 220 Human Relations 3(3-0)
This course attempts to develop an understanding of human relationship, as they relate to the corrections process through some of the basic principles of human psychology.

CJC 221 Firearms and Defense Tactics 3(1-4)
This course is designed to develop the student's understanding and use of firearms. Range practice will include the use of rifles and shotguns with special emphasis placed on the service revolver. The student will be instructed on techniques used in civil disorders (e.g., nonlethal weapons — baton, teargas, and defensive tactics used in the handling of arrested persons).

CJC 222 Narcotics Investigation 2(1-2)
This course is designed to create an awareness of narcotics. Emphasis will be placed on the identification and classification of all drugs. The student will participate in investigation techniques used to uncover narcotic violations.

CJC 223 Defensive Driving 1(0-2)
This course introduces the student to safe driving techniques relevant to law enforcement officers. Each student is required to show proficiency in driving abilities. Emphasis will be placed on the precision course, reaction course, and high and low speed lane change courses. Proper procedures for vehicles stops will be covered.

CJC 232 Self-Defense: Forms and Positions 2(0-6)
This course deals with the various forms and positions necessary in preparing one physically to develop himself adequately in self-defense methods. Mental concentration and muscle control are stressed.

CJC 233 Control Methods in Self-Defense I 2(0-6)
The following methods are covered and practiced until a high degree of performance is reached: arm locks, come-alongs, restraints and chokes; how to remove subjects from chairs and automobilies; the use of cloth, coat or collars for restraint or takedown; and handcuffing techniques. Prerequisite: CJC 232 or permission of the instructor.

CJC 234 Control Methods in Self Defense II 2(0-6)
This course trains the student in various control methods: use of a police club, arm and hand blows, and kicks. The location and use of nerve centers and pressure points, and defense against grabbing or scratching attacks are essential components of this course. Prerequisite: CJC 233 or permission of the instructor.

CJC 235 Control Method in Self-Defense III 2(0-6)
This course will concern itself with how to deal with various types of attacks including: an attack from the rear, defense against an attack from the rear, defense against an attack by fists, clubs or sticks; defense against slashing or stabbing, knife attacks and also how to deal with an attack by firearms. Prepequisite: CJC 234 or permission of the instructor.

CJC 236 Firearms Safety 1(1-0)
This course teaches students the general rules for safe handling of firearms, demonstrates and teaches safe cleaning and storage of firearms in the home, familiarizes students with laws regarding ownership and registration of firearms and allows students to do some familiarization firing of their own firearm under the supervision of a qualified instructor.

COS 1101 Introduction to Cosmetology 5(5-0)
This course is designed to introduce the student to the role of the cosmetologist, and to acquaint the student with the basic knowledge a cosmetologist must have, including: the chemical composition of shampoos, rinses, hair and scalp conditioners, and the structure of the hair.

COS 1102 Mannequin Practice 10(0-30)
This course is designed to present hair shaping (razor method), hair styling, permanent waving, manicuring, shampooing, and scalp treatments. Demonstrations precede mannequin practice by students.

COS 1103 Basic Theory I 5(5-0)
Hair coloring, manicuring, thermal waving, diseases of the nails, skin, scalp and hair; the pressing comb and thermal iron, massage, electricity and light therapy are covered in this course.

COS 1104 Practical Skills I 8(0-24)
A continuation of COS 1103. The student works on live subjects as well as on mannequins; hair shaping (scissor method), complex styles, the basic practices of hair coloring, lash and brow tinting, wig care, hair pieces and facials.
Prerequisite: COS 1102.

COS 1105 Basic Theory II 5(5-0)
This course is designed to treat the parts of the anatomy which have relevance to cosmetology; also covered are facial treatments, facial make-up, the chemistry of facial cosmetics, and wigs and their care.

COS 1106 Practical Skills II 8(0-24)
A continuation of COS 1104. The student works almost exclusively on live subjects. This course covers: hairstyling of long hair, hot oil manicures, facials with make-up, special hair cuts, special effects achieved with hair coloring and the air oxidation method of permanent waving.

COS 1107 Salon Management 5(5-0)
This course is designed to introduce the student to the many aspects of salon management. Field trips to salons in the area will be made, and the business and legal aspects of owning a salon covered.

COS 1108 Advanced Hairdressing 10(0-30)
In this course, the student will work mainly on live subjects; areas covered are: new trend hair styles, new procedures and products in cosmetology; a great deal of attention is given to the individual student's needs; upon successful completion of this course, the student will be prepared for salon work.

COS 1199 Basic Skill Review 8(0-24)
This course is designed for the student who wishes to be able to qualify for the South Carolina and other state boards of cosmetic art which require 1500 hours of schooling. Students enrolled in COS 1199 are allowed to attend any classes in cosmetology which may be beneficial to them.

DAN 101 Ballet Techniques I 3(2-2)
To teach beginning students the fundamentals of ballet. The course begins with the five basic ballet positions and progresses to more advanced technical skills.

DAN 102 Ballet Techniques II 3(2-2)
Continued work with the fundamentals of ballet. The course begins with a review of the five basic ballet positions and progresses to more advanced technical skills. Concentration on timing and aesthetic expressiveness.

DAN 103 Ballet Techniques III 3(2-2)
Essentially, a continuation of DAN 101 and 102. Emphasis is on the gradual assimilation of ballet movements and the construction/execution of combinations. The blending of techniques with the emotional expression of each individual dancer's style.

DAN 104 Ballet Techniques IV 3(2-2)
A continuation of DAN 103

DAN 111 Stage Movement 3(2-2)
Exploration of a wide variety of improvisational techniques designed especially to aid actors and dancers in developing performance skills for the stage.

DAN 121 Jazz Techniques I 3(2-2)
An introduction to the style, rhythmic structures and techniques of jazz dance. Emphasis will be placed on individual expression.

DAN 131 Modern Dance I 3(2-2)
Basic training in modern dance techniques. Emphasis on the development of greater movement skills and versatility in conjunction with increased kinetic awareness.

DAN 132 Modern Dance II 3(2-2)
Continued training in modern dance techniques. Emphasis on the development of greater movement skills and versatility in conjunction with increased kinetic awareness. Concentration on timing and aesthetic expressiveness.

DAN 133 Modern Dance III 3(2-2)
Continued work in modern dance techniques with material drawn from a broad range of dance sources designed to develop movement ease and the expansion of an articulate, expressive movement vocabulary.

DFT 101 Technical Drafting I 2(1-2)
This course covers the principles and practices of print reading and the description of objects in graphic language as well as fundamental drafting skills and techniques.

DFT 103 Technical Drawing 2(1-3)
This course covers drawing prints for required dimensions, shape description, machine operation, and other data which may be required in the fabrication, construction, assembly, and operation of parts and units.

DFT 104 Technical Reporting 2(1-3)
A study of effective ways of presenting information. The student learns the utility of graphs, drawings, sketches, and outlines for various types of oral and written reports.

DFT 1104 Blueprint Reading: Mechancial 2(1-3)
Interpretation and reading of blueprints as well as information concerning the basic characteristics of the blueprint (i.e., lines, views, dimensioning procedures, and notes).

DFT 1110 Blueprint Reading: Building Trades 1(0-3)
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.

DFT 1115 Blueprint Reading: Plumbing Trades 1(0-3)
Sketching diagrams and schematics, and interpretation of blueprints applicable to the plumbing trades. Emphasis will be on plumbing plans for domestic and commercial buildings. Piping symbols, schematics, diagrams and notes will be studied in detail. Applicable building and plumbing codes will be used for reference.

DRA 101 Introduction to Theatre I 3(2-2)
An introduction to the various areas of theatrical production and performance including acting, directing, and design. Fundamentals of acting including vocal and physical training improvisation, sensitivity, and a limited amount of scene work.

DRA 102 Acting Seminar I 3(2-2)
Essentially a continuation of DRA 101 but with a shift of emphasis to the literature of the theatre. In addition to studying significant classic and modern plays, students will do extensive work in scenes and monologues.

DRA 103 Acting Seminar II 3(2-2)
A continuation of DRA 102 but with a shift of emphasis on performance. In addition to studying Greek, Shakespearean, and Absurdist plays, there will be extensive work on individual problems with voice projection, diction, and physical deficiencies. Prerequisite: DRA 101, 102 or permission of instructor.

EDU 101 Math for the Preschooler 3(3-0)
This is a math course designed for those who will be teaching children between the ages of two and six. Topics covered include: mathematical ideas, problem solving with children, techniques and skills of computation, developing creative environments, and those mathematical concepts which should be acquired by the young child. The Child Development Center is utilized. Prerequisite: MAT 91 or an acceptable score on a mathematics placement test.

EDU 201 Introduction to Education 5(5-0)
This course is an introduction to the fundamental principles, techniques and procedures, objectives and historical views in education. It is designed primarily for students planning professional training in teacher education.

EDU 202 Social Foundations of Education 5(5-0)
This course covers the educative effects of social structure, social values, and social demands upon the schools. Emphasis is placed upon the relationship between the home, church and school. Prerequisite: EDU 201 or permission of instructor.

EDU 230 Introduction to Industrial Education 5(5-0)
This course concerns the place of vocational education in a program of public education and the fundamental principles upon which this work is based.

EDU 240 Methods of Teaching Industrial Subjects 5(5-0)
This course is a study of effective methods and techniques of teaching industrial subjects. Class organization, student teacher planning, methods of teaching manipulative skills and related information are emphasized. Also covered are: lesson planning, shop safety, and evaluation. Teaching problems are studied and analyzed following directed observations in the public schools.

EDU 250 Instructional Media 4(3-2)
This course is an introduction to audio-visual instruction with an emphasis on equipment operation.

EDU 260 History and Philosophy of Industrial and Technical Education 5(5-0)
This course is a historical study of the trade and technical education movement. Changing concepts of industrial and technical education in American education are explored from an economic, sociological, and psychological perspective.

EDU 270 Orientation To The Helping Process 3(3-0)
This course emphasizes counseling skills such as learning how to listen, how to set goals, and how to design effective procedures to reach goals, along with acquisition of social skills and participation in values clarification exercises and in empathy training. Students will also be involved in interpretation of results of tests dealing with study skills and careers. Emphasis is also on teaching skills such as the use of audio visual aids in the classroom, methods of classroom presentation and preparation. Finally, students will be instructed on referral of students to appropriate professional counselors. The course structure is lecture and informal class discussion, along with the use of audio-visual aids.

EDU 271 Seminar in the Helping Process I 3(1-6)
In this course, the student will put into practice the skills and knowledge gained in EDU 270. The course includes student teaching in Orientation 101 and academic counseling. Prerequisite: EDU 270 or consent of instructor.

EDU 272 Seminar in the Helping Process II 3(1-6)
This course is a continuation of EDU 271. Emphasis will include working with students who have been placed on academic probation, career exploration, and test interpretation. Prerequisite: EDU 271 or consent of instructor.

EDU 273 Seminar in the Helping Process III 3(1-6)
This course is a continuation of EDU 272 — working with students on academic probation, career exploration, and test interpretation — with emphasis on test interpretation. Prerequisite: EDU 272 or consent of instructor.

ELC 101 Fundamentals of Electricity I 6(4-4)
Study of the structure of matter and the electron theory, relationship between voltage, current, and resistance in series, parallel and series-parallel circuits.

ELC 102 Fundamentals of Electricity II 6(4-4)
Network analysis, network theorems, magnetic circuits, inductance and capacitance in DC circuits. Fundamental concepts of alternating current flow. A study of reactance, impedance, phase angle, phasors, power, resonance, and non-resonance analysis.

ELC 112 Direct and Alternating Current 10(5-15)
This course examines the structure of matter, the electron theory, the relationship between voltage, current and resistance in series, parallel and series — parallel circuits; Ohms and Kirchoff's laws are covered as well as sources of direct current potentials; fundamental concepts of alternating current flow are also emphasized.

ELC 113 Alternating Current and Direct Current Machines and Controls 9(5-12)
This course provides training in the fundamentals of single and polyphase alternating current circuits, voltage, currents, power instruments, transformers and motors; instruction is given in the use of electrical test instruments in circuit as well as in A.C. and D.C. machines and simple system controls; industrial controls are stressed.

ELC 114 Residential Wiring 8(5-9)
This course provides training in the application of blueprint reading, planning, layout, and installation of wiring in residential type settings.

ELC 115 Commercial and Industrial Wiring 9(5-12)
This course provides training in

layout, planning, and installation of wiring systems in commercial and industrial complexes; blueprint reading, the National Electrical Code, and practical experience in conduit preparation, and installation of simple systems.

ELC 195 Cooperative Education In Electrical Engineering Technology 1(0-10)
This is a work experience course in the area of electrical engineering technology. The student may select a work experience related to his particular interest in the field of electrical engineering.

ELC 196 Cooperative Education in Electrical Engineering Technology 2(0-20)
This is a work experience course in the area of electrical engineering technology. The student may select a work experience related to his particular interest in the field of electrical engineering.

ELC 197 Cooperative Education in Electrical Engineering Technology 3(0-30)
This is a work experience course in the area of electrical engineering technology. The student may select a work experience related to his particular interest in the field of electrical engineering.

ELC 198 Cooperative Education in Electrical Engineering Technology 4(0-40)
This is a work experience course in the area of electrical engineering technology. The student may select a work experience related to his particular interest in the field of electrical engineering.

ELC 215 Electrical Machines 4(2-6)
This course covers the principles of direct — current generators and motors, characteristics of various types of electrical machines, alternating — current generators, transformers, three phase motors, synchronous motors and single phase motors. Prerequisite: ELC 112 and ELC 113.

ELC 225 Electrical Controls and Circuits 6(3-9)
This course is an in-depth study of control systems for acceleration, speed, and braking; typical controls for air conditioning, refrigeration and heating are also stressed. Prerequisite: ELC 215.

ELC 235 Planning Electrical Installations 5(3-6)
This course stresses the National Electrical Code regulations, power requirements and typical design of industrial and commercial installation, as well as design and calculation of illumination and electric heating systems. Prerequisite: ELC 225.

ELC 1102 Applied Electricity 6(4-6)
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble shooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.

ELC 1112 Direct and Alternating Current 10(5-15)
This course examines the structure of matter, the electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits; Ohms and Kirchoff's laws are covered as well as sources of direct current potentials; fundamental concepts of alternating current flow are emphasized.

ELC 1113 AC and DC Machines and Controls 9(5-12)
This course provides training in the fundamentals of single and polyphase alternating current circuits, voltage, currents, power instruments, transformers and motors; instruction is given in the use of electrical tests instruments in circuit as well as in A.C. and D.C. machines and simple system controls; industrial controls are stressed.

ELN 101 Instruments and Measurements I 2(1-2)
This course is a study of basic electronic instruments, theory of operation, their functions, tolerances, and calibration; service and laboratory instruments are covered; lab experience provides experience with each type of instrument studied.

ELN 102 Instruments and Measurements II 2(1-2)
This course is a study of basic electronic instruments, theory of operation, their functions, tolerances, and calibration; service and laboratory instruments are covered; lab experience provides experience with each type of instrument studied. Prerequisite: ELN 101.

ELN 108 Industrial Electronics I 5(3-6)
This course thoroughly examines vacuum tubes such as diodes, triodes, tetrodes, pentodes, and gaseous control tubes in terms of basic theory, operating characteristics, and application; amplifiers using triodes, power supplies using diodes and other basic applications are introduced.

ELN 109 Industrial Electronics II 5(3-6)
This course covers basic industrial systems, heating systems and controls, magnetic amplifier controls, electronic systems commonly found in industrial settings. Prerequisite: ELN 108.

ELN 205 Control Devices 7(5-4)
This course is an in-depth study of the electrical characteristics of vacuum tubes and transistors; the basic parameters and applications of each type device to the three configurations of a three terminal two port system will be covered.

ELN 206 Instrumentation Electronics 5(3-6)
A study of the application of basic electronic principles in devices such as transducers, recorders, analytical instruments, data storage, and retrieval apparatus; and consideration of the various means of utilizing frequency as analog of some variable.
Prerequisite: ELN 205.

ELN 207 Control Systems Analysis 5(3-6)
A study of the response of systems of instrumental control based upon consideration of the system components. Negative and positive feedback along with the implications of closed loop control are covered. Prerequisite: ELN 206.

ELN 210 Semiconductor Circuit Analysis 6(5-2)
This course is an in-depth study of the analysis and design of transistor circuits. Total circuits are analyzed and evaluated; HYZ and T parameters are utilized as well as signal-flow graphs. Prerequisite: ELN 205.

ELN 214 Wave Shaping and Pulse Circuits I 3(2-3)
This course covers broadband amplifiers, magnetic amplifiers, multivibrators, wave shaping, techniques, chopper amplifiers, clipper and clamper circuits. Prerequisite: ELN 205

ELN 215 Wave Shaping and Pulse Circuits II 3(2-3)
A continuation of ELN 214. Pulse techniques, diode switches, gates, step counters, restorers and other specific circuits which function as switches are covered. Prerequisite: ELN 214.

ELN 220 Electronic Systems 7(5-4)
This is a "block diagram" course investigating numerous electronic systems; modules or blocks of various circuits already studied are arranged in various manners to produce complex electronic systems.

ELN 235 Special Devices 3(2-3)
This course gives the student an adequate background in numerical control machinery theory; it includes a study of the newest devices used in electricity and electronics. Prerequisites: ELC 215, ELC 225, and ELN 214.

ELN 1104 Fundamentals of Electronics I 4(2-4)
A study of the structure of matter and electron theory. The relationship between voltage, current, and resistance in series, parallel, and series parallel circuits will be introduced. Fundamental concepts of alternating current flow, including a study of resistors, capacitors, coils, and transformers and sources of AC and DC potentials are studied in the course.

ELN 1105 Fundamentals of Electronics II 4(2-4)
An introduction to vacuum tubes, diodes, and transistors. The theory, characteristics, and operation of vacuum tubes and transistors in simple voltage amplifiers and power supplies are covered in the course.

ELN 1106 Amplifier Systems and Servicing 4(2-4)
An introduction to the types of amplifier circuits used in monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. Servicing techniques will also be studied.

ELN 1107 Practical Radio Servicing 4(2-4)
A study of the principles of radio reception and practices of servicing; included are block diagrams of AM, FM, and FM multiplex receivers; resistance measurements, signal injection, voltage analysis, oscilloscope methods of

Southeastern Community College

Whiteville, North Carolina

BULLETIN addendum June 1982



"An Equal Employment Opportunity/Affirmative Action Employer"

REQUIRED CURRICULUM

	1st Quarter	Credits
[illegible]	Freshman Orientation	1(1-0)
EGY 1120	Intro. to Solar Concepts	4(3-3)
EGY 1121	Solar Collectors	6(3-9)
EGY 1122	Solar Energy Heating Systems	4(3-3)
ENG 1101	Communications Skills	5(5-0)
		20(15-15)

	2nd Quarter	
EGY 1124	Advanced Solar Concepts	3(3-0)
EGY 1125	Solar Domestic Hot Water	6(3-9)
EGY 1129	Passive Solar Space Heating	4(3-3)
		13(9-12)

	3rd Quarter	Credits
EGY 1128	Space Heat Demand	4(3-3)
EGY 1126	Active Solar Space Heating	5(3-6)
EGY 1130	Controls, Instrumentation, & Maintenance	6(3-9)
PSY 1101	Human Relations	3(3-0)
		18(12-18)

	4th Quarter	
EGY 1132	Economics of Solar Energy Systems	4(3-3)
EGY 1133	Solar Cooling	4(3-4)
EGY 1136	Alternative Systems	6(5-4)
EGY 1135	Seminar	3(3-0)
		17(14-11)

Total credit hours required: 68

ELECTRONIC DATA PROCESSING - BUSINESS
(Associate in Applied Science)

Program Justification

Increasing use of computers by both large and small businesses and industries throughout North Carolina has created a rapidly increasing demand for individuals trained in the application of data processing systems to modern business operations. The rapid expansion of the micro-computer field is placing computer technology within the financial reach of increasing numbers of small businesses and many private individuals, thus creating a new demand for training programs in data processing.

Entrance Requirements

The student must be a high school graduate or have a high school equivalency certificate. Applicants should have completed two successful years of high school algebra.

Related Job Titles/Employment Possibilities

Graduates of the Electronic Data Processing program may find employment in business or industry as data processing specialists, computer operators, programmers, or data processing supervisors to name just a few of the possible employment opportunities.

Program Description

This curriculum is designed to train students for various positions in the field of electronic data processing with special emphasis on the application of these systems to modern business operations. The curriculum includes courses in mathematics, business, data processing, and general education. Emphasis will be placed upon helping the student develop an understanding of business data processing operations, problem solving techniques utilizing business data, and computer programming of various business records.

REQUIRED CURRICULUM

1st Quarter		Credits
ORI 100	Freshman Orientation	1(1-0)
BUS 101	Typewriting I	3(1-4)
BUS 130	Introduction to Data Processing Systems	5(4-2)
BUS 141	Business Mathematics I	3(3-0)
*ENG 101	Freshman English	3(3-0)
*RDG 101	College Reading	3(3-0)
		18(15-6)

2nd Quarter		Credits
BUS 111	Principles of Accounting I	4(3-2)
BUS 255	Keypunch	3(1-4)
ENG 102	Freshman English	3(3-0)
MAT 112	College Algebra and Trigonometry	5(5-0)
MAT 170	Introduction to BASIC Programming	2(1-2)
		17(13-8)

3rd Quarter		Credits
BUS 105	Introduction to Business	5(5-0)
BUS 112	Principles of Accounting II	4(3-2)
ENG 104	Technical Report Writing	3(3-0)
MAT 171	Advanced BASIC Programming	3(2-2)
	Elective	3(3-0)
		18(16-4)

4th Quarter		Credits
BUS 113	Principles of Accounting III	4(3-2)
EDP 103	Computer Programming - FORTRAN	4(2-4)
EDP 203	Systems Analysis and Design	4(4-0)
	Elective (Social or Behavioral Science)	5(5-0)
		17(14-6)

5th Quarter		
EDP 104	Computer Programming - COBOL	4(2-4)
EDP 205	Introduction to RPG II	4(2-4)
BUS 219	Business Communications	3(3-0)
MAT 201	Statistics	5(5-0)
		16(12-8)

6th Quarter		
EDP 105	Computer Programming - Advanced COBOL	4(2-4)
EDP 206	Advanced RPG II	4(2-4)
EDP 207	Computer Programming - Assembler Language	5(3-4)
	Business Elective	3(3-0)
		16(10-12)

Total Credit Hours Required: 102

*Students may be required to take prerequisite developmental courses: RDG 91, ENG 91

COURSE DESCRIPTIONS

Electronic Data Processing and Solar Mechanic curriculums (Partial listing-see also Course Descriptions section of this Bulletin for descriptions which are not listed in this addendum).

EDP 103 Computer Programming - FORTRAN 4(2-4)
This course introduces FORTRAN IV as it is applied to general operations. Included are programming projects covering numerical, non-numerical and business related areas of FORTRAN.

EDP 104 Computer Programming - COBOL 4(2-4)
An introduction to the COBOL programming language with emphasis on writing, testing, debugging, and documenting programs for business applications.

EDP 105 Computer Programming - Advanced COBOL 4(2-4)
A continuation of EDP 104. Magnetic tape and magnetic disk using sequential, direct access and indexed sequential access methods under DOS are covered. Prerequisite: EDP 104.

EDP 203 Systems Analysis and Design 4(4-0)
An introduction to functions and techniques of systems analysis, design and development. Also covered are analysis of information flow, developing, organizing and using management data, establishing system specifications and equipment needs, and implementation of management information systems.

EDP 205 Introduction to RPG II 4(2-4)
An introduction to writing, testing, revising, and documentary programs for business applications using a report writing type language (RPG).

EDP 206 Advanced RPG II 4(2-4)
A continuation of EDP 205. Topics covered include matching records, sequential and indexed sequential access methods, and developing complete computer applications using RPG. Prerequisite: EDP 205.

EDP 207 Computer Programming - Assembler Language 5(3-4)
This course is a review of numbering systems, central processing units, machine languages, and data formats. The student is introduced to assembler language coding and use of the assembler process and program structure.

EGY 1120 Introduction to Solar Concepts 4(3-3)
The basic concepts and applications of passive solar energy usage in residential and industrial space and hot water heating. Basic concepts of solar radiation, heat transfer, properties of materials, and mathematics will be covered.

EGY 1121 Solar Collectors 6(3-9)
Principles, types, materials, design, construction, testing, and installation of solar collection devices will be covered. Projects will be assigned to develop hands-on skills.

EGY 1122 Solar Energy Heating Systems 4(3-3)
Overview and examples of complete residential and commercial solar heating systems; domestic hot water systems; commercial hot water systems, active space heating systems with various types of collectors, transfer fluids, and storage; passive space heating systems; both new and retrofitted systems.

EGY 1124 Advanced Solar Concepts 3(3-0
Advanced concepts dealing with active solar energy collection, storage, and usage in residential and industrial space and hot water heating. Collector concepts, efficiencies, heat storage techniques and capacities, heat exchange, system control overviews, heat distribution and various system characteristics will be covered. Prerequisite: EGY 1120.

EGY 1125 Solar Domestic Hot Water 6(3-9)
Components, sizing, assembly, and installation of solar domestic hot water systems; water conservation

techniques and estimate of hot water demand; and fluid properties will be covered. Projects will provide skills needed for sizing and installing hot water systems. Prerequisite: EGY 1121, 1122.

EGY 1126 Active Solar Space Heating 5(3-6)
Installation, service, and repair of active solar space heating systems; air and liquid heat transfer fluids; heat distribution systems; and methods of heat storage. Mathematical calculations will be made to size system and layout components. Prerequisite: EGY 1122.

EGY 1128 Space Heat Demand 4(3-3)
Insulation techniques for energy conservation, calculation of heat loss, calculation of solar heat gain through windows, factors affecting demand for space heat, and sizing components of active solar space heating systems. Corequisite: EGY 1126.

EGY 1129 Passive Solar Space Heating 4(3-3)
Study of passive collectors, solar gain through windows, shading, moveable and fixed insulation, thermal mass for heat storage, sizing passive components, and relationship of building to natural environment. Prerequisite: EGY 1122.

EGY 1130 Controls, Instrumentation, and Maintenance 6(3-9)
Study of basic electricity; the use of temperature, pressure, and flow sensors, and electronic instruments and controllers to regulate heat flow, moniter system operation, and provide safe operations; trouble-shooting, repair, and routine maintenance of solar energy control systems. Corequisite: EGY 1126.

EGY 1132 Economics of Solar Energy Systems 4(3-3)
Comparison of short-term costs and long-term benefits for the various solar energy applications described in previous courses. Estimation and computation skills will be developed. Prerequisite: EGY 1129.

EGY 1133 Solar Cooling 4(3-4)
Solar-powered absorption cooling; passive design features and active equipment for space cooling; use of the same energy systems for both heating and cooling. Prerequisite: EGY 1129.

EGY 1135 Seminar 3(3-0)
Advanced topics not covered in previous courses; trends in solar energy development; job opportunities in solar energy; other renewable energy sources based on the sun. Prerequisite: Consent of Instructor.

SPA 111-112 ELEMENTARY SPANISH - A study of basic Spanish grammar. Aural-oral ability of students will be developed, along with reading of texts and writing exercises. 5(4-2)

SPA 121-122 INTERMEDIATE SPANISH - A systematic review of Spanish grammar in conjunction with the reading of Spanish texts concerning Spanish civilization and culture. Special emphasis is placed on the development of reading comprehension. Prerequisite: SPA 111 or equivalent. 5(4-2)

BIO 111 ZOOLOGY - A beginning course in the study of biological principles as applied to the study of animals. This course will incorporate the topics normally included in both BIO 211-212. The biology of major groups of animals, with emphasis on diversity, reproduction, development, ecology, behavior and origin will be presented. Each laboratory will investigate animal representatives from each phylum. 6(5-2)

ENG 111 FRESHMAN ENGLISH - A study of language and literature with particular emphasis on expository writing; writing descriptive, narrative, and argumentative themes based upon the reading of essays is covered. Also students are introduced to various types of imaginative literature--short story, poetry, and the novel for which written analyses are required. 5(5-0)

ENG 112 FRESHMAN ENGLISH - In the course there is continued emphasis on reading and writing about imaginative literature--the short story, poetry, and the novel. Also there is a research paper based on casebooks and/or the library. 5(5-0)

Telecourses

Telecourses are fully accredited college-level courses. They include video presentations, textbook and study-guide reading assignments, exams, and interaction with the faculty. For details call 642-7141, ext. 274.

Watch for the following telecourses, which may be viewed on or off campus, Fall Quarter 1982.

MAT 170	Introduction to Basic Programming (Making It Count)	3(5-0)
PSY 201	Introduction to Psychology (Understanding Human Behavior)	5(5-0)
BUS 105	Introduction to Business (It's Everybody's Business)	5(5-0)

Additional telecourses will be offered quarterly. Consult the quarterly schedule to see which courses will be offered.

locating faulty stages and components, and the alignment of AM and FM receivers.

ELN 1115 Television Receiver Circuits and Servicing I 4(2-4)
A study of the principles of television receivers; included will be a study of the makeup of the television signal, block diagram analysis of monochrome and color television receivers, plus the characteristics of monochrome and color cathode ray tubes. Techniques of trouble-shooting and repair of television receivers with the proper use of associated test equipment will be stressed.

ELN 1116 Television Receiver Circuits and Servicing II 4(2-4)
This is a continuation of Television Receiver Circuits and Servicing I. This course will dwell in greater detail with the theory of operation, of color televison circuitry. Specialized servicing techniques required for color television, including color television set-up techniques by use of the vectorscope; and the color bar generator will be stressed.

ELN 1119 Industrial Electronics 2(1-3)
This course covers basic industrial electronic systems commonly found in industrial settings. Areas covered include speed controls, conveyor systems, and heating and cooling systems.

ELN 1122 Vacuum Tubes and Circuits 7(4-9)
An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes and simple voltage amplifier circuits. Prerequisite: ELC 1112.

ELN 1125 Radio Receiver Servicing 4(2-6)
Principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faculty stages and components and the alignment of AM and FM receivers. Prerequisites: ELN 1122.

ELN 1126 Transistor Theory and Circuits 8(5-9)
Transistor theory, operation, characteristics and their application to audio and radio frequency amplifier and oscillator circuits.

ELN 1127 Television Receiver Circuits and Serving (B&W) 9(5-12)
A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of trouble-shooting and repair of TV receivers with the proper use of associated test equipment will be stressed.

ELN 1130 Two-way Mobile Maintenance 6(3-6)
A course to acquaint the student with the theory and maintenance of fixed station and mobile station transmitters and receivers. Except for radio laws, sufficient information will be given to qualify the student to take the FCC second class radiotelephone license examination. Permission of instructor required.

ELN 1131 Television Servicing Color 10(5-15)
Theory of operation of the television circuits peculiar to color receivers. Includes composite color telecasting signals, color receivers detectors, kinescopes, convergence, and matrix networks. Theory of operation and practical test bench techniques including trouble-shooting, alignment, and convergence.
Prerequisite: ELN 1127

ENG 91 English Fundamentals 3(1-4)
A basic course in the fundamentals of the English language, including grammar, punctuation, spelling, mechanics, and paragraph writing. This course includes concentrated practice in identifying and correcting frequent and recurring errors in the English language. Students will also develop skills in writing sentences and paragraphs.

ENG 101 Freshman English 3(3-0)
A study of language and literature with particular emphasis on expository and critical writing; writing descriptive, narrative, and argumentative themes based upon the reading of essays is covered. Some students will be placed in sections of English 101 with four contact hours, 3(2-2), according to their skill level on entry. Prerequisite: Satisfactory completion of ENG 91 or equivalent writing skill level as indicated by a placement test.

ENG 102 Freshman English 3(3-0)
A continuation of Freshman English includng an introduction to the short story and drama. Some students will be placed in sections of English 102 with four contact hours, 3(2-2), according to their skill level on entry. Written analyses. Prerequisite: ENG 101.

ENG 103 Freshman English 3(3-0)
A continuation of Freshman English including the study of the novel and poetry and research papers based on casebooks and the library. Some students will be placed in sections of English 103 with four contact hours, 3(2-2), according to their skill level on entry. Prerequisite: ENG 101.

ENG 104 Technical Report Writing 3(3-0)
A course in which the student is able to make practical application of his knowledge of English to experiences relevant to his curriculum with emphasis on forms of business communications such as letters, memoranda, and short reports. This course will give the student the knowledge and ability to prepare reports consistent with his job responsibility. Prerequisite: ENG 101

ENG 105 Communicating Technical Information 5(5-0)
A course in which the student is able to make practical application of his knowledge of English to experiences relevant to his curriculum with emphasis on forms of business communications such as memoranda, letters, and short reports. Students will also gain experience in research skills and documentation while preparing lengthy reports such as grants and proposals. Prerequisite: ENG 101

ENG 161 Fundamentals of Speech Communication 3(3-0)
A course concerned with the applicability of communications theory to various communication situations; these include interpersonal, small group, public addresses, and mass communications.

ENG 195 Cooperative Education in English 1(0-10)
This course is a work experience related to areas of English, reading, and/or speech.

ENG 196 Cooperative Education in English 2(0-20)
This course is a work experience related to areas of English, reading, and/or speech.

ENG 197 Cooperative Education in English 3(0-30)
This course is a work experience related to areas of English, reading, and/or speech.

ENG 198 Cooperative Education in English 4(0-40)
This course is a work experience related to areas of English, reading, and/or speech.

ENG 201 English Literature 3(3-0)
A survey of English literature from Beowulf to 1600, including Chaucer, Spenser, and Shakespeare; written analyses required. Prerequisite: ENG 103 or permission of instructor required.

ENG 202 English Literature 3(3-0)
A survey of English literature from 1600 to 1850, including Donne, Jonson, Milton, Swift, Pope and the major Romantic poets; written analyses required. Prerequisite: ENG 103 or permission of instructor required.

ENG 203 English Literature 3(3-0)
A survey of English literature from 1850 to the present, including Tennyson, Browning, Arnold, Hardy, Shaw, Conrad, Yeats, Joyce, Lawrence, and Eliot; written analyses required. Prerequisite: ENG 103 or permission of the instructor required.

ENG 205 American Literature 3(3-0)
A survey of American literature from the Colonial Period to the Civil War. Major emphasis will be placed on the works of Hawthorne, Poe, Melville, Emerson, and Thoreau. Prerequisite: ENG 103 or permission of the instructor required.

ENG 206 American Literature 3(3-0)
A survey of American literature from the Civil War to the start of the Twentieth Century. Major emphasis will be placed on the works of Whitman, Crane, Dickinson, Twain, London, and Norris. Prerequisite: ENG 103 or permission of the instructor required.

ENG 207 American Literature 3(3-0)
A study of major American authors of the twentieth century including Dreiser, O'Neill, Frost, Fitzgerald, Hemingway, Wolfe, and Faulkner. Prerequisite: ENG 103 or permission of instructor required.

ENG 211 Public Speaking 5(5-0)
A study of basic speech skills including speech preparation, composition, and delivery. Practical training in the presentation of short speeches is emphasized. Prerequisite: ENG 101

ENG 221 Creative Writing 3(3-0)
A course in which the basic materials and techniques of good writing, particularly poetry and the short story, are examined. Extensive student practice is required. Skills are to be developed through class criticisms of each student's own work in addition to assigned readings by professional writers.

ENG 231 World Literature - Ancient Greeks and Romans through European Literature of Middle Ages 3(3-0)
A study of the great epics and other works of literature of the ancient world, including the Bible, Homer, Sophocles, Aeschylus, Euripides, Aristophanes, Plato, Aristotle, Cicero and Virgil. A survey of Medieval dramas and tales, including Dante, Boccaccio, Chaucer, and other Italian, English, and French writers. Written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 232 World Literature - The Renaissance Through Neoclassicism 3(3-0)
Primarily a study of Spanish, French, English, and Italian comedies and tragedies. The course includes Cervantes, Rabelais, Moliere, Voltaire, Shakespeare, Marlowe, Milton, and Petrarch, Catiglione, and Machiavelli. Written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 233 World Literature - Romanticism to Present Day 3(3-0)
A study of European and American literature, including Rousseau, Goethe, Poe, Melville, Flaubert, Dostoevsky, Tolstoy, Chekhov, Ibsen, Gide, Sartre and Camus, with written analyses and evaluations. Prerequisite: ENG 103 or permission of the instructor required.

ENG 241 Black American Literature 3(3-0)
A study of Black American prose and poetry with emphasis on writers of the twentieth century. Writers studied may include: Hughes, Douglas, Ellison, Baldwin, Wright, Baraka, Killens, McKay, Cullen, Brooks, Giovanni, and Dunbar. Written analyses and evaluations are required. A sophomore and - or advanced freshman course. Prerequisite: ENG 101 or permission of the instructor required.

ENG 271 Film Appreciation 4(3-2)
A survey of the movies and movie industry from origins to present date. Movies will be shown during the two hour lab, and lecture-discussion sessions will be held three hours a week.

ENG 1101 Communication Skills 5(5-0)
A course especially designed to improve reading and communications skills of the vocational student. Emphasis is placed on the development of vocabulary, comprehension, and reading speed. Spelling, writing, and speaking skills are also taught, the goal being to enable the student to better communicate with others in his chosen field.

ENG 1103 Language Skills: Practical Nursing 5(5-0)
This course covers the three basic language skills: reading, writing, and speaking. The course is organized and taught mainly for those students in the Licensed Practical Nursing Program and attempts to develop effective communication skills which would be applicable to this field of work.

FOR 101 Introduction to Forestry 3(3-0)
This course introduces the student to the forest and the field of forestry; the benefits that mankind derives from the forest and the relationship of mankind and the forest are stressed.

FOR 102 Forest Botany and Ecology 6(5-2)
This course is a basic botany course oriented toward forest vegetation; it is an investigation into the internal and external structures and processes of plants and trees.

FOR 105 Soil Science 3(2-3)
Those fundamental physical and chemical properties which most affect soil and crop management decisions are discussed. The objectives are to first present the student with the proper background to understand soil and fertilizer problems and then how to employ this background in making wise and economical management decisions.

FOR 107 Plant Identification 4(2-4)
This course entails classification of trees and field identification of selected species of trees. Instruction includes uses, silvicultural characteristics and also the aesthetic values of trees and other plants.

FOR 121 Forest Tree Measurements 3(2-3)
This course is a study of instruments and tools used in measuring forest products and development of skills and techniques for measuring standing and felled trees. It also relates to specialized forest products.

FOR 170 Supervised Work Experience 4(0-40)
This cooperative work experience affords the student an increased opportunity to become more actively involved in forestry experiences ranging from producing forests to harvesting them. It is taken during the student's 2nd Fall or Spring quarters, or by permission of instructor.

FOR 180 Supervised Work Experience 4(0-40)
The student may select this course to further enhance his/her qualifications and experience for possible future employment. This cooperative work experience affords the student an increased opportunity to become more actively involved in forestry experiences ranging from producing forests to harvesting them.

FOR 205 General Construction 5(3-6)
This course is designed to acquaint the student with frame construction, mortar preparation and selection of materials and design so that he - she can undertake certain construction and preparations. Considerable emphasis is placed on blueprint reading.

FOR 221 Applied Silviculture 3(2-3)
This course covers the establishment, development, caring for, and the harvesting of stands of timber. Emphasis is placed on developing techniques which complement both aesthetic values and ecological relationships in the forest.

FOR 222 Forest Mensuration 3(2-3)
This course continues the study of the techniques used in measuring the forest and its products. Timber cruising is stressed. Prerequisite: FOR 121.

FOR 223 Forest Field Study (Guided Elective) 3(2-3)
This course will involve the student, in a working situation, with field practices that were studied in the prerequisite course. On the job training will be encountered in fire suppression, and silvicultural practices. Prerequisite: FOR 221.

FOR 225 Forest Entomology & Pathology 3(2-3)
This study of the primary forest insects and diseases and respective control methods, includes field identification of certain insects and diseases.

FOR 226 Forest Equipment 4(3-3)
The selection, maintenance, and use of equipment for forest operations, such as logging, fire fighting, land preparation, planting and improvements are the focal points of this course.

FOR 227 Forest Aerial Photography 4(2-4)
Aerial photo interpretation as used in forest land management. The course deals with uses, limitations, characteristics of different photography, steroscopy, photo scales and the measurement of distance and area. Tree height measurements, locations of field points, identification of forest cover and physical features, and preparation of simple maps from aerial photos with field exercise are covered.

FOR 228 Logging and Marketing 4(2-4)
This course involves planning various types of logging operations, cost estimates, logging production and transportation, stumpage procurement, and the study of laws related to logging. The techniques of marketing and logging are extensively observed and studied.

FOR 229 Forest Fire Control 3(2-3)
This is a study of main causes, preventative measures, methods of control, and uses of forest fires. Field exercises with modern forest fire equipment are a valid part of the course.

FRE 101 Elementary French 4(3-2)
A study of basic French grammar. Aural - oral ability of students will be developed along with reading of texts and writing exercises. Tests are available for those who have had a previous background in French, but desire aid in determining which level is appropriate to begin their studies.

FRE 102 Elementary French 4(3-2)
A continuation of FRE 101.

FRE 103 Elementary French 4(3-2)
A continuation of FRE 102.

FRE 201 Intermediate French 4(3-2)
A systematic review of French grammar in conjunction with reading of French (texts concerning French) civilization and culture. Special emphasis is placed on development of reading comprehension. Students attend a language lab two hours per week. Prerequisite: FRE 103 or a minimum of two high school units of French.

FRE 202 Intermediate French 4(3-2)
A continuation of FRE 201.

FRE 203 Intermediate French 4(3-2)
A continuation of FRE 202.

FRE 211 Advanced French 4(3-2)
The first in a sequence of courses conducted in the language, stressing the culture and history of France, principally as reflected in the literature. Emphasis is on selections from French literature from Chanson de Roland to the present. Prerequisite: FRE 203 or permission of instructor required.

FRE 212 Advanced French 4(3-2)
A continuation of FRE 211.

FRE 213 Advanced French 4(3-2)
A continuation of FRE 212.

GEO 101 Regional Geography 3(3-0)
This course is an introduction to basic geography; maps, map - making, problems encountered in this field and various solutions to these problems, exploration or regional types, some relevant natural history and some relevant natural science are included.

GEO 102 Regional Geography 3(3-0)
This course uses a problem approach to international problems. The effects of the topography of a region on its inhabitants is explored; regions studied may include: Central and South America, West Africa, the Peoples Republic of China, The USSR and the United States.

HED 201 Personal and Community Health 5(5-0)
This course deals with the development of all aspects of personal and community health.

HED 206 First Aid and Safety 3(3-0)
This is a basic health education course designed to teach the fundamentals of administering first aid. Emphasis is on accident prevention and practical application of first aid skills. The American Red Cross Standard Certificate will be issued to students with a grade of "C" or better.

HED 275 Emergency Medical Technician Training (EMT) 5(0-15)
Traditionally an 81 hour lecture course, the Module EMT Training program was developed by Appalacian State University and is promoted by the North Carolina Office of Emergency Medical Services. Any interested person who is at least 18 years of age is eligible to enroll. To meet the requirements of the course, each student must successfully complete 10 modules for the course and a final examination. Ten hours of practical experience in a local emergency room is also required.

Module topics include:
The Emergency Situation
Bleeding Wounds and Shock
Respiration and Resuscitation
Cardiopulmonary Resuscitation

Emergency Care Training Programs:
Soft Tissue Injuries
Injuries to the Skull, Brain, and Spine
Injury to the Extremities
Medical Emergencies
Environmental Emergencies
Emergency Childbirth
Handling Sick and Injured Patients

Those who successfully complete the course may apply for state testing and certification.

HED 1101 Personal Development I 2(1-5)
This course is the first of a two-part individualized instructional package designed to cover the following areas: telephone conversation, keeping the body healthy, finding your way, tobacco and health, and, alcohol and health. The student is expected to start at the beginning of the series and complete his work in sequence.

HED 1102 Personal Development II 2(1-5)
This course is the second of a two-part individualized instructional package designed to cover the following areas: drug abuse, the facts about sex, and the facts about venereal disease.

HIS 101 Western Civilization 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the ancient Near East, the classical civilizations of Greece and Rome, and the development of the religious culture of the Middle Ages. Some students will be placed in sections of this course with four contact hours 3(2-2), according to their skill level on entry.

HIS 102 Western Civilization 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the critical elements of Renaissance culture, and the evolution of the modern age, including the Reformation and the age of Revolution. Some students will be placed in sections of this course with four contact hours 3(2-2), according to their skill level on entry.

HIS 103 Western Civilization 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the important foundations of World War I and the Twentieth Century; the rise of European and Asian totalitarianism and World War II; and discussion of important postwar trends and events. Some students will be placed in sections of this course with four contact hours 3(2-2), according to their skill level on entry.

HIS 201 American History 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the early development of the United States, including the colonial period, the Revolution, the Constitution, and the National Government. Some students will be placed in sections of this course with four contact hours 3(2-2), according to their skill level on entry.

HIS 202 American History 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the Nineteenth Century, including the crucial events of the pre-Civil War period, the Civil War, Western expansion, and the development of American business and industry. Some students will be placed in sections of this course with four contact hours 3(2-2), according to their skill level on entry.

HIS 203 American History 3(3-0)
A general survey, utilizing audio-visual materials, lectures, and appropriate discussion exercises, of the foundations of World War I, World War II, and the interaction of domestic problems and international rivalries.
Some students will be placed in sections of this course with four contact hours 3(2-2), according to their skill level on entry.

HIS 210 North Carolina History 5(5-0)
A study of the history of North Carolina from its colonial beginnings to the present.

HIS 211 The Recent Far East 5(5-0)
A historical survey of China and Japan emphasizing imperialism, domestic developments and recent international relations.

HIS 212 Russia and the Soviet Union 5(5-0)
A general survey of Russian history from the establishment of the Grand Principality of Kiev through the creation of the Russian Empire under the Romanovs, the Revolution of 1917, and the development of the Soviet State.

HIS 214 America and Asia: A Clash of Cultures 3(3-0)
An examination of the historical relationships and interactions between the United States and two traditional Asian rivals - China and Japan. Beginning with a brief overview of the historical development of China and Japan, the course will then describe the stormy and often controversial clash of cultures as growing American power and influence, particularly after 1800, brought it into contact with the two Asian powers.

HON 201 Philosophy of Science 3(3-0)
This interdisciplinary honors course is the first of a two-course sequence the theme of which is the evaluation of science through the needs and activities of man. The origin and development of agriculture, architecture, chemistry, mathematics, astronomy, physics, and anatomy are covered.

HON 202 Philosophy of Science 3(3-0)
This is the second of two interdisciplinary honors courses designed to encourage understanding of the origin of the sciences out of man's curiosity and needs. The focus of this course is on the industrial revolution, the theory of evolution, atomic energy, genetics, science and humanism, and the future.

HOR 204 Horticulture 3(2-3)
This course covers: propagating techniques, planting procedures, watering and fertilizing techniques, directing plant growth, summer heat and winter cold, controlling pests and diseases, weeding procedures and maintenance.

HOR 230 Landscaping and Identification of Ornamental Plants 3(2-3)
The identification, distribution, growth characteristics, adaptation, and usage of ornamental trees, shrubs, vines, and herbaceous plants used in indoor and outdoor landscaping will be covered. Landscape planning and development of residential properties to create an aesthetic and functional composition to the home will also be included.

HUM 201 Unified Humanities 5(5-0)
A team - taught interdisciplinary introduction to the cultural and intellectual progress of modern man, with particular emphasis on life in our southeastern North Carolina tri-cultural society. The course is designed to begin where the student finds himself in relation to his appreciation of art, music, history, literature, and philosophy, help him discover how he got there, and where he goes next in the humanistic tradition. The subject is man; the spirit is critical and speculative; and the goal is realization of the worth of the individual.

HUM 202 Unified Humanities 5(5-0)
A continuation of HUM 201.

HUM 204 The Italian Renaissance 5(2-9)
An introductory study of the art, literature, politics, philosophy and religion of southern renaissance man. Through reading, film studies and lectures, the students will become familiar with the art treasures they will see first hand in museums in Florence, Rome and Venice. (Study tour in Italy required.)

HUM 205 Classical Greece 5(2-9)
An introductory study of the philosophy, politics, art, architecture, and literature of Heladic and classical Greece. Students will read from original sources and commentaries on the Greek view of the nature of art and man. Film studies will acquaint the students with the places they will visit while in Greece. (Study tour of Greece is required).

HUM 206 Our British Heritage, Part I 5(2-9)
A travel-study course dealing with the history, geography and government of Great Britain with special attention to those aspects of British culture that have had the greatest influence on the United States. Students will examine British constitutionalism and our rich heritage of the English common law tradition. (Study tour of Britain required.)

HUM 207 Our British Heritage, Part II 5(2-9)
A travel - study course dealing with the literature, art and philosophy of Great Britain with special attention to those aspects of British culture that have had the greatest influence on America. (Study tour of Great Britain is required.)

INS 101 Measuring Principles I (Mechanical) 4(3-2)
A study of the more common sensing devices and components employed for the measurement of temperature, pressure, flow, and related phenomena.

INS 102 Measuring Principles II (Electrical) 4(3-2)
A study of the basic types of transducers, employing electrical or electronic energy. Photoelectric, potentiometric and position-responsive devices are considered. Data logging and recording devices are also studied. Prerequisite: INS 101.

INS 201 Calibration and Standardization 2(1-3)
A laboratory course designed to illustrate the philosophy of measurement and control, emphasizing the meaning of validity, sensitivity of control devices, units of measurement, and levels of accuracy and traceability. Prerequisite: INS 101.

INS 202 Control Principles and Telemetry 4(3-3)
A course in which the process being controlled is considered as a major element in any control system. The effects of resistance, capacitance, and transportation lag or dead time upon a control system are examined. Pneumatic, hydraulic, and electrical controllers are studied and methods for transmitting signals and creating responses at a distance are considered. Prerequisite INS 101.

INS 203 Instrumentation Project 3(1-6)
This course involves a review of major concepts in previous courses since the student has maximum opportunity to develop, evaluate, and carry a project to successful conclusion. Prerequisite INS 202.

MAT 91 Arithmetic Refresher 3(1-4)
An intensive review of the basic arithmetic operations covering: whole numbers, common fractions, decimal fractions, percent and its application. Does not count toward meeting mathematics requirements for graduation. This course is required for all P.N. students.

MAT 92 Introduction to Algebra 3(1-4)
A study of basic algebra for the student who is to continue studying math. The studying begins with the arithmetic operations of the integers and extends through simple algebraic expressions. Does not count toward meeting mathematics requirements for graduation. Prerequisite: MAT 91 or an acceptable score on a mathematics placement test.

MAT 101 Fundamentals of Mathematics 3(3-0)
This is the first course in a three-quarter sequence for liberal arts students. Included are the rational numbers, the real numbers, algebra, and either numeration systems or mathematical systems. Prerequisite: MAT 92 or successful completion of algebra in high school.

MAT 102 Fundamentals of Mathematics 3(3-0)
Topics include geometry, probability, statistics, and matrices. Prerequisite: MAT 101 or permission of instructor.

MAT 103 Fundamentals of Mathematics 3(3-0)
This course consists of an introduction to the BASIC computer language and computer programming applications. Prerequisite: MAT 102 or permission of instructor.

MAT 105 Electrical Math I 5(5-0)
A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; introduction to trigonometric functions and their application to right angles; and study of vectors for use in alternating current. Prerequisite: MAT 91 or an acceptable score on a mathematics placement test.

MAT 110 Intermediate Algebra 5(5-0)
The algebra of the real number system including the study of polynomials, rational expressions, and algebraic expressions. Emphasis will be placed on operations with fractions, solutions of linear and quadratic equations and systems of equations. Prerequisite: one successful year of high school algebra or the successful completion of MAT 92.

MAT 112 College Algebra and Trigonometry 5(5-0)
This course and its sequel provide a thorough preparation in pre-calculus math, including properties of real numbers, linear and nonlinear algebraic relations and function, exponential and logarithmic functions. Prerequisite: MAT 110 or two successful years of high school algebra. Corequisite: MAT 170

MAT 113 College Algebra and Trigonometry 5(5-0)
This pre-calculus course deals with circular functions, trigonometric functions, vectors, polar coordinates, complex numbers and elements of analytic geometry. Prerequisite: MAT 112 and MAT 170.

MAT 115 Mathematics for Foresters 3(3-0)
This course is basic trigonometry. Topics include the sine, cosine, tangent functions and the use of these functions to solve problems involving right and oblique triangles. Prerequisite: MAT 92 or one successful year of high school algebra.

MAT 121 Basic Algebra I 5(5-0)
An introduction to algebra. This first course in a two-course sequence includes signed whole numbers, non-fractional equations, multiplication and division of fractions and addition and subtraction of fractions. Prerequisite: MAT 91 or an acceptable score on a mathematics placement test.

MAT 122 Basic Algebra II 5(5-0)
The second course in this sequence includes fractional equations, introduction

to graphing, literal fractions, formula rearrangement, systems of equations and formula derivation. Prerequisite: MAT 121 or its equivalent.

MAT 123 Electronic Math I 5(5-0)
A study of the fundamentals of algebra, basic operations, grouping, factoring, exponents, ratio and proportions; trigonometry is introduced. Those mathematical processes which are applicable to electricity are emphasized (i.e. a study of vectors for use in alternating current). Prerequisite: MAT 122 or its equivalent.

MAT 124 Instrumentation Mathematics I 5(5-0)
The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of derivatives, differentials, rate of change, integral and basic integration techniques. Application of these concepts to practical situations are stressed. Prerequisite: MAT 122 or its equivalent.

MAT 150 Calculus with Analytic Geometry 5(5-0)
The first course of a four-quarter sequence which treats the calculus of functions of one variable and plane analytic geometry. This sequence is generally required of all mathematics, science and engineering majors. (Other courses in the sequence: MAT 250, MAT 251, MAT 252). Prerequisite: MAT 113 or its equivalent.

MAT 161 Mathematics for Nurses 1(2-0)
A study of the simple mathematics which is essential for the preparations of solutions and the administration of medicines and other tasks common to the nursing profession. Prerequisite: MAT 91 or an acceptable score on math placement test.

MAT 170 Introduction to BASIC Programming 3(3-0)
A course in the BASIC computer language and in the use of mini computers. The entire course involves learning to write and to execute computer programs. Prerequisite: MAT 110 or two successful years of high school algebra.

MAT 171 Advanced BASIC Programming 3(2-2)
A continuation of MAT 170. This course is designed to provide skills in programming and to facilitate a general understanding of the organization, characteristics and uses of computer solutions to a wide variety of numerical and non-numerical problems. New procedures and techniques introduced will include: disk storage and retrieval, organization and maintenance of files, sorting, and simulation. Prerequisite: MAT 170 or MAT 103 with permission of the instructor or BUS 130 with permission of instructor.

MAT 172 BASIC Programming Concepts 5(4-2)
A combination of MAT 170 and MAT 171. Corequisite: MAT 110 or its equivalent.

MAT 180 Mathematics for Elementary Teachers 5(5-0)
The first of a two course series covering the real number system with special attention given to algebra of sets and the mathematical basis of the fundamental operations of addition, subtraction, multiplication and division. Basic ideas from number theory, algebra and the intuitive foundations of geometry are also covered. Prerequisite: MAT 92 or one successful year of high school algebra.

MAT 181 Mathematics for Elementary Teachers 5(5-0)
A continuation of MAT 180. (Usually required for those preparing to teach in grades four through nine.) Prerequisite: MAT 180.

MAT 191 Metric System 1(1-0)
This course covers the history of measurement, the invention of the metric system, the advantages of the metric system, the meaning of metric prefixes, the relation of metric units to other units of measurement, the metric units of length, area, volume, mass, capacity and its use in the science laboratory. Prerequisite: MAT 92 or one successful year of high school algebra.

MAT 221 Electronic Math II 5(5-0)
A study of powers of ten, Ohm's law for series and for parallel circuits, quadratic equations, Kirchoff's laws, trigonometric functions, plane vectors, alternating current, vector algebra, and logarithms. Prerequisite: MAT 123

MAT 222 Instrumentation Mathematics II 5(5-0)
A continuation of MAT 124. More advanced concepts of differentiation and integration are considered. Included are graphs and derivatives of the trigonometric functions, exponential and logarithmic differentiation and integration, advanced integration techniques, polar equations, parametric equations, and fourier series. Prerequisite: MAT 124 or its equivalent.

MAT 250 Calculus with Analytic Geometry 5(5-0)
A continuation of MAT 150. This course treats the calculus of functions of one variable and plane analytic geometry. Prerequisite: MAT 150.

MAT 251 Calculus with Analytic Geometry 5(5-0)
A continuation of MAT 250. Prerequisite: MAT 250.

MAT 252 Calculus with Analytic Geometry 5(5-0)
The fourth course of a four quarter sequence. This course treats the calculus of functions of several variables and solid analytic geometry. Prerequisite: MAT 251.

MAT 1101 Fundamentals of Mathematics 5(5-0)
Practical number theory is the basis of this course. Included are analysis of basic operations (addition, subtraction, multiplication and division), fractions decimals, percentages and ratio and proportion. Prerequisite: None.

MAT 1102 Fundamentals of Algebra 3(3-0)
Emphasis is on those algebraic operations having special application in the field of air conditioning and refrigeration. Prerequisite: MAT 1101 or its equivalent.

MAT 1103 Geometry for Vocational Students 3(3-0)
Fundamental properties and definitions of geometry are covered in this course. Included are: plane and solid geometric figures, selected theorems, geometric figures, volumes of solids, and geometric principles as they apply to shop operations. Prerequisite: MAT 1101 or its equivalent.

MEC 105 Hydraulic Systems 5(3-6)
Hydraulic principles, circuits, control values, actuators, pumps, fluids, and various accessories that complete hydraulic systems will be studied. Installation and servicing methods of the systems will be undertaken.

MEC 1115 Measurement and Layout 2(1-3)
A basic course that covers measuring and layout tools common to the metal industries; principles of orthographic projection; parallel and radial methods of development and their application to layout work; and the measurement and layout of edges, seams, and notches. Step-by-step procedures for the development of patterns; for intersections of cylinders; rectangular and round tanks, etc.

MEC 1119 Duct Construction and Maintenance 2(1-3)
Study of various duct materials including sheet steel, aluminum, and fiberglass. The student will service various duct systems and perform on the site repairs including ducts made of fiberglass. A study is made of duct fittings, dampers and regulators, diffusers, heat and air washers, fans, insulation and ventilating hood.

MEC 1120 Duct Construction and Maintenance 5(3-6)
Study of various duct materials including sheet steel aluminum, and fiberglass. Safety, sheetmetal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on the site repairs including ducts made of fiberglass. A study is made of duct fittings, dampers and regulators, diffusers, heat and air washers, fans, insulation and ventilating hood.

MEC 1133 Electrical and Mechanical Maintenance 5(3-6)
To acquaint the student with the basic fundamentals of installation, maintenance and repair of machines, miscellaneous electrical, mechanical, hydraulic, pneumatic and lubrication devices are installed and maintained. Methods of rigging and machine installation including location, leveling, and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for pre-start inspection.

MEC 1145 Measurement and Layout 2(1-3)
A basic course that covers measuring and layout tools common to the metal industries; principles of orthographic projection; parallel and radial methods of development and their application to layout of edges, seams, and notches.

Step-by-step procedures for the development of patterns; for intersections of cylinders; rectangular and round tanks, etc.

MUS 101 College Choir 1(0-3)
The college choir is open to all students who have musical talent and are interested in singing. Opportunities exist for: accompanied and unaccompanied singing, study and performance of various choral works and styles, and appearances locally and in other states. Additional lab hours may be required by instructor.

MUS 102 College Choir 1(0-3)
A continuation of MUS 101.

MUS 103 College Choir 1(0-3)
A continuation of MUS 102.

MUS 104 College Choir 1(0-3)
A continuation of MUS 103.

MUS 105 Music Appreciation 5(4-2)
A course to provide students an opportunity to become familiar with approximately forty-five musical compositions considered to be masterpieces. Emphasis will be placed on listenings. Lectures will include the development of perceptive listening habits, basic elements of music, a study of the stylistic and formal characteristics of the music, and biographical material on the composers.

MUS 106 Music for the Pre-Schooler I 4(3-2)
This course gives the student the opportunity to learn the characteristics of the pre-school child's musical development from infancy to five years of age. The course includes basic notation, elements of singing, and lab work in the lab.

MUS 107 Music for the Pre-Schooler II 4(3-2)
A continuation of Music 106. In this course the student may concentrate on either guitar or piano. Simple singing, rhythm games, and musical appreciation are introduced along with the making of rhythm instruments. Lab work in the lab school is continued. Prerequisite: MUS 106 or permission of the instructor.

MUS 108 Music for the Pre-Schooler III 4(3-2)
A continuation of Music 107. Emphasis will be placed on musical activities for the child, media and materials available, music appreciation, and continued lab work in the lab school. Prerequisite: MUS 107

MUS 111 Freshman Theory I 4(3-3)
A fully integrated course in basic theory including the basic elements of musical sound, scales, keys, triads, intervals, rhythmic patterns, meter, and dictation. Permission of the instructor. Corequisite: MUS 164

MUS 112 Freshman Theory II 4(3-3)
A fully integrated course in theory including the study of harmonic melodic and rhythmic elements; part writing, harmonic analysis, sight singing and dictation. Corequisite: MUS 165 Prerequisite: MUS 111, 164.

MUS 113 Freshman Theory III 4(3-3)
A fully integrated course in theory including the study of altered chords, secondary dominants, rhythm, preliminary counterpoints, modulations, part writing, harmonic analysis, sight singing and dictation. Corequisite: MUS 121 - Prerequisite: MUS 112, 165.

MUS 114 Freshman Theory IV 4(3-3)
A continuation of basic music theory with emphasis on drill in aural training, sight reading, sight singing and keyboard work. Permission of the instructor.

MUS 121 Keyboard Harmony I 2(1-3)
This course is designed to teach basic keyboard skills to the music student and to supplement Freshman Theory. Basic skills presented include: transposition, scales, chordal progressions, single harmonization, and improvisation. Prerequisite: MUS 164, 165

MUS 151 Applied Classical Guitar I 2(1-3)
This course is the first in a sequence of instruction in the fundaments of playing the guitar. Prerequisite: MUS 157 or permission of instructor.

MUS 152 Applied Classical Guitar II 2(1-3)
A continuation of MUS 151.

MUS 153 Applied Classical Guitar III 2(1-3)
A continuation of MUS 152.

MUS 154 Guitar I 2(1-3)
This course is the first in a sequence of instruction in the fundamentals of playing the guitar. Students will be taught basic chording and strumming techniques along with elementary musical rudiments and note reading. All equipment for the course will be supplied.

MUS 155 Guitar II 2(1-3)
A continuation of MUS 154, including the study of note reading, bar chords, and simple modulation. Pre-requisite: MUS 154 or permission of Instructor.

MUS 156 Guitar III 2(1-3)
A continuation of MUS 155, including the study of more advanced modulation and melody harmonization. Pre-requisite: MUS 155 or permission of Instructor.

MUS 157 Introduction to Classic Guitar 2(1-3)
This course is designed to teach the student the basic fundamentals of classical guitar technique and musical literature as a preparation for eventual private instruction.

MUS 161 Applied Piano I 2(1-3)
This is the first class in the series of one-to-one piano instruction. The course will involve a study of piano technique and literature, both from a historical and practical standpoint. Permission of the instructor.

MUS 162 Applied Piano II 2(1-3)
Continuation of MUS 161 at more advanced level.

MUS 163 Applied Piano III 2(1-3)
Continuation of MUS 162 at more advanced level.

MUS 164 Freshman Piano I 2(1-3)
The first in a sequence of practical instruction leading to the mastery of the keyboard encompassing the following skills: accuracy of notes, accuracy of rhythm, steadiness of tempo, proper hand position, correct fingering, use of dynamics, melodic tone quality, use of pedal, seriouness of purpose (attendance, attitude, etc. memorization).

MUS 165 Freshman Piano II 2(1-3)
A continuation of MUS 164.

MUS 166 Freshman Piano III 2(1-3)
A continuation of MUS 165.

MUS 171 Freshman Voice I 1(0-3)
The first in a sequence of practical instruction leading to the mastery of vocal technique, covering the aims, organization, and materials of vocal music. Special emphasis is placed on sound production, pronunciation and diction, breathing, reading skills, and development of a solo repertoire.

MUS 172 Freshman Voice II 1(0-3)
A continuation of MUS 171.

MUS 173 Freshman Voice III 1(0-3)
A continuation of MUS 172.

MUS 174 Applied Voice I 2(1-3)
The first in a sequence of practical instruction leading to the mastery of vocal technique, covering the aims, organization, and materials of vocal music. Special emphasis is placed on sound production, pronunication and diction, breathing, reading skills, and the development of a solo repertoire.

MUS 175 Applied Voice II 2(1-3)
A continuation of MUS 174.
Prerequisite: MUS 174

MUS 176 Applied Voice III 2(1-3)
A continuation of MUS 175.
Prerequisite: MUS 175

MUS 180 Music for Elementary Teachers 5(5-0)
A course designed for the student who plans to become a classroom teacher in the elementary school. It presents an integrated approach to developing functional musicianship through listening, reading, and writing musical notation, analyzing and creating music. Emphasis is placed on understanding music and its practical application in the classroom. Additional lab hours may be required by instructor.

MUS 195 Cooperative Education in Music 1(0-10)
This course is a work experience related to the field of music.

MUS 196 Cooperative Education in Music 2(0-20)
This course is a work experience related to the field of music.

MUS 197 Cooperative Education in Music 3(0-30)
This course is a work experience related to the field of music.

MUS 198 Cooperative Education in Music 4(0-40)
This course is a work experience related to the field in music.

MUS 201 College Choir 1(0-3)
A continuation of MUS 103. Additional lab hours may be required by instructor.

MUS 202 College Choir 1(0-3)
A continuation of MUS 201.

MUS 203 College Choir 1(0-3)
A continuation of MUS 202.

MUS 204 College Choir 1(0-3)
A continuation of MUS 203.

MUS 211 Sophomore Theory I 4(3-3)
A continuation of Freshman theory. This course will include an introduction to chromatic harmony, formal analysis, altered chords, and instrumental writing. Skills in analysis, part-writing, sight singing, and dictation will continue to be developed. Students will undertake written and analytical work in chromatic styles of the 19th century. Prerequisite: MUS 121.

MUS 212 Sophomore Theory II 4(3-3)
A continuation of MUS 211. Included are advanced work in ear training and sight singing, modulation to remotely related keys, advanced part-writing procedures, advanced analysis, and a continued study of altered chords. This course will contain a brief survey of impressionistic and early 20th century compositional styles. Corequisite: MUS 222. Prerequisite: MUS 221.

MUS 213 Sophomore Theory III 4(3-3)
A continuation of MUS 212. This course will examine in detail many of the compositional techniques developed in this century, such as serialism, polytonality, and aleatoric music. The student will be expected to compose short, original compositions in each of the styles studied; however, no prior compositional experience is needed. The student will continue with advanced work in sight singing, dictation, and analysis. Corequisite: MUS 223, Prerequisite: MUS 212, 222.

MUS 215 Music History I 3(2-2)
A study of music history from its beginning to 1750. This course will cover the evolution of musical styles from pre-Christian times through the work of J.S. Bach. In addition to the examination of many musical works the course will include a study of the historical eras and the influence of social, economic, and political factors on music.

MUS 216 Music History II 3(2-2)
A study of music from 1750 to 1900. This course will cover the evolution of music styles from J.S. Bach to Johannes Brahms. In addition to the examination of musical examples from these eras, the course will include a study of the influences of social, economic, and political factors on music.

MUS 217 Music History III 3(2-2)
A study of music from 1900 to present. This course will cover the evolution of music styles from the compositions of the Post Romantics to present. The course will include all the latest compositional trends.

MUS 221 Keyboard Harmony II 2(1-3)
This is a continuation of first year keyboard harmony. Emphasis is placed upon more advanced transposition, harmonization and sight reading. In addition, new chord pregressions are learned and applied to harmonizations and leak sheets. Clef reading and score reading are also introduced. Some emphasis will be placed upon keyboard literature and techniques.

MUS 222 Keyboard Harmony V 2(1-3)
(Same as above - MUS 221)

MUS 223 Keyboard Harmony VI 2(1-3)
(Same as above - MUS 221 .. MUS 222)

MUS 251 Applied Classical Guitar IV 2(1-3)
A continuation of MUS 153.

MUS 252 Applied Classical Guitar V 2(1-3)
A continuation of MUS 251.

MUS 253 Applied Classical Guitar VI 2(1-3)
A continuation of MUS 252.

MUS 261 Applied Piano IV 2(1-3)
A continuation of MUS 161-163, but on a more advanced level.

MUS 262 Applied Piano V 2(1-3)
A continuation of MUS 161-163, but on a more advanced level.

MUS 263 Applied Piano VI 2(1-3)
A continuation of MUS 161-163, but on a more advanced level.

MUS 264 Sophomore Piano I 2(1-3)
A continuation of MUS 166.

MUS 265 Sophomore Piano II 2(1-3)
A continuation of MUS 264.

MUS 266 Sophmore Piano II 2(1-3)
A continuation of MUS 265.

MUS 274 Applied Voice IV 2(1-3)
A continuation of MUS 174, 175, 176, but on a more advanced level. Prerequisite: MUS 176.

MUS 275 Applied Voice V 2(1-3)
A continuation of MUS 274. Prerequisite: MUS 274

MUS 276. Applied Voice VI 2(1-3)
A continuation of MUS 275. Prerequisite: MUS 275

NUR 101 Introduction to Health Care 1(1-0)
This course introduces the student to the history of nursing, simple professional ethics, grooming and personal health, nursing and its relationship to other fields of medicine, and the methods of learning about health via communications media.

NUR 102 Introduction to Health Care 1(1-0)
This course is concerned primarily with teaching medical terminology. The student will be introduced to terminology used in the hospital and to the titles and the educational backgrounds of various health personnel.

NUR 103 Introduction to Health Care 1(1-0)
This course will continue medical terminology. The course also will include ethics specific to the field of nursing and alternative careers in health occupations. It will include the relationship of nursing to other health fields. Prerequisite: NUR 102.

NUR 111 Nursing Fundamentals I 6(3-3-6)
This course is an introduction to the broad concepts of nursing and to the basic principles which serve as guides in planning and administering nursing care. Clinical laboratory experience is provided to develop basic nursing skills. Prerequisite: Admission into Nursing Program through Nursing Admission Committee.

NUR 112 Nursing Fundamentals II
6 weeks 5(5-12)
This course focuses on the development of the skills of administering oral and injectable medications. Drug sources, methods of storage and classification of drugs by use and content are covered. Prerequisite: NUR 111 and MAT 161

NUR 113 Nursing Fundamentals III
5 weeks 4(5-12)
This course is designed to introduce the student to the basic principles of nutrition. Function and sources of nutrients as well as the metabolic process are covered. Nutritional meals are planned and modified to meet various cultural, religious, social and psychological requirements. Prerequisite: NUR 112.

NUR 114 Medical And Surgical Nursing I 9(5-12)
This course is designed to provide a background of information which will enable the student to further develop the knowledge and nursing skills which are essential to basic nursing care. Consideration to the scope, diagnosis, prevention, and control of the major health problems is given, plus a study of the physical, mental, social, and emotional development of the normal human being. Prerequisite: NUR 113.

NUR 115 Human Growth And Development 2(2-0)
This course is designed to assist the Nursing student in caring for patients of all age groups. Growth and development from infancy to old age with consideration of the affect of the social, biological, cultural, and illness upon growth are included. Insofar as possible, the classroom activity centers around discussions of normal growth and development and certain deviations. Prerequisite: PSY 201.

NUR 117 Psychiatric And Mental Health Nursing 5(3-6)
This course introduces the student to the basic concept of mental illness as a community health problem and gives the student the opportunity to develop skills in planning nursing care for patients with behavioral disorders. Selected clinical experiences are provided with mentally ill patients in the hospital setting and with those persons experiencing behavorial disorders. Selected clinical experiences are provided with mentally ill patients in

the hospital setting and with those persons experiencing behavioral disorders who are being treated on an outpatient level. Prerequisite. PSY 201 and NUR 115.

NUR 120 Introduction to Associate Degree Nursing 6(6-0)
This course covers fundamental skills in insertion of masogastric tubes, 0_2 therapy, medication administration including IV therapy. It encompasses a study of pharmacology, pathophysiology of diabetes, fluid and electrolytes and the GI System. Prerequisite: Must be accepted into Nursing Program through Nursing Admission Committee.

NUR 201 Maternity Nursing 9(5-12)
A study of the broad concepts of the family's task of child-bearing and child-rearing in a social setting. Emphasized is the nurse's role in family teaching and guidance in health care. The clinical laboratory provides guided learning experiences in assisting the family in solving health problems in the various phases of family growth and development. Prerequisites: BIO 204, BIO 205, BIO 206, NUR 111, NUR 112, NUR 113, NUR 114.

NUR 202 Medical-Surgical Nursing II 9(5-12)
A continuation of NUR 201. Emphasis is on patient and family teaching; utilization of various community agencies is stressed. Prerequisites: NUR 201, BIO 206.

NUR 203 Medical-Surgical Nursing III 9(5-12)
A continuation of NUR 202. Emphasis is on working with the health team and guiding the work of auxiliary personnel. Prerequisite: NUR 202.

NUR 220 Pediatrics 3(3-0)
This course will deal with nursing techniques and comprehensive knowledge required in dealing with disease processes peculiar to children. Special emphasis will be placed on primary care, immunology, communicable diseases, and other childhood diseases. Prerequisite: Open to sophomore Associate Degree Nursing students only.

NUR 221 Concepts of Nursing Practices 3(3-0)
This course is concerned with the responsibilities of the Registered Nurse, including legislative and legal controls, educational preparation organizations. Prerequisite: NUR 220.

NUR 222 Nursing Seminar 3(3-0)
This course is designed as a comprehensive review of nursing courses to improve the competency of the student to practice independently. Emphasis will be placed on student participation in group discussion, writing of NLN exams and the reviewing of them. Ethics in nursing will also be emphasized. Prerequisite: NUR 221.

NUR 1000 Nurses' Assistant I 4(2-6)
This course is designed to provide the student with a knowledge of basic nursing skills required for patient care in the home and hospital setting. Topics covered include maintaining, cleanliness, hospital bed preparation, bathing and feeding the patient, measuring and recording vital signs, and care of patients before and after surgery.

NUR 1100 Nurses' Assistant II 5(3-6)
This course provides the student with indepth training in basic nursing skills as practiced in the hospital setting. Forty hours of clinical training under the supervision of a licensed nurse, provide the student with practical experience in routine patient care. Prerequisite: NUR 1000 and a minimum reading skill level of sixth grade.

NUR 1101 Fundamentals of Practical Nursing I 9(7-6)
This course is designed to assist students in acquiring knowledge, and attitudes basic to effective nursing of patients of all ages and backgrounds. Emphasis is on nursing needs arising both from the individuality of the patient and from the patient's inability to care for himself. Emphasis is on the patient, his needs, and his environment. Prerequisite: Acceptance to the PNE Program by the Nursing Admission Committee.

NUR 1102 Fundamentals of Practical Nursing II 6(5-3)
A continuation of NUR 1101. This course is designed to complete the introduction to basic nursing procedures and to cover deviations from normal methods and therapeutic procedures. Prerequisite: NUR 1101.

NUR 1103 Medical-Surgical Nursing I 6(4-6)
This course is designed to introduce the student to the causes of illness: the effect of illness on the patient, his family, and the community are covered. Procedures of nursing care relative to specific needs arising from specific disorders (cancer, for example) are covered.

NUR 1104 Medical-Surgical Nursing II 8(5-9)
A continuation of NUR 1103. This course is designed to cover the causes, symptoms, treatment and nursing care of patients with disorders of the respiratory, circulatory, digestive, urinary, reproductive, and endocrine systems. Prerequisite: NUR 1103.

NUR 1105 Medical-Surgical Nursing III 14(6-24)
A continuation of NUR 1104. This course is designed to cover the causes, symptoms, treatment and nursing care of patients with disorders of the nervous, musculoskeletal and sensory systems. Also included are: psychiatric nursing, advanced nursing ethics, legal aspects of practical nursing, as well as professional organizations and the graduate role. Emphasis is on clinical activities and selected patient care. Prerequisite: NUR 1104.

NUR 1110 Anatomy and Physiology 5(5-0)
This course is designed to introduce the student to the general plan of the body and to thoroughly examine the ten systems of the body (i.e., skeletal, muscular, nervous, etc.)

NUR 1111 Nutrition 5(5-0)
This course is designed to provide a basic background in nutrition. Functions and sources of nutrients are covered as well as the mechanics of digestion, absorption, and metabolism of nutrients. Principles of meal planning and the modifications of nutritional requirements by various cultural, religious, social and psychological factors are covered.

NUR 1112 Maternity Nursing 7(5-6)
This course is designed to provide a study of fundamentals of maternity nursing. Emphasis is on the normal pregnancy, the nurse's responsibilities, the needs of maternity patients with complications, as well as the needs of the normal infant and infant with common disorders.

NUR 1114 Pediatric Nursing 7(4-9)
This course emphasizes: normal child development, physical and emotional differences of the child from the adult, and the scope and objectives of modern nursing for children. Methods of meeting the needs of the hospitalized child and his-her parent as well as the implications of common disorders in children are covered.

NUR 1115 Pharmacology I 4(4-0)
This course focuses on the development of the skill of giving oral medications and injections. Drug sources, methods of preparation and storage, and the classification of drugs by use and by content are covered.

NUR 1116 Pharmacology II 4(4-0)
This course develops basic skills in calculating dosage for oral and parental use. Basic mathematical skills are covered. Preparation of simple solutions using proportion methods, systems for measuring drugs, conversion problems within the system and from system to system, are covered.

ORI 100 Freshman Orientation 1(1-0)
This course, or ORI 101, is required of all full-time freshmen students. Topics to be covered: introduction to campus, services available, counseling, financial aid, Resources for Student Learning, Special Services Program, schedule changes, withdrawal from the college, veteran information, lost and found, student rights and responsibilities, first aid information, SCC Handbook, student I.D. cards, student activities, Student Government Association, computation of GPA, study skills and library skills.

ORI 101 College Orientation 2(1-2)
This course is an alternative to Orientation 100. Topics to be covered: introduction to campus, services available, counseling, financial aid, Resources for Student Learning, Special Services, schedule changes, withdrawal from the college, veteran information, lost and found, student rights and responsibilities, first aid information, student I.D. cards, student activities, Student Government Association, computation of GPA, study skills, and library skills. (An off-campus class is required.)

PED 101 Principles of Physical Education 2(1-2)
(This course required for graduation as indicated by degree or diploma.)
An introduction to the need and benefits

of regular physical activity with special emphasis on the development of personalized exercise training program. An overview of selected team, individual, dual, and recreational sports activities is included. The course features a one-hour concepts lecture session combined with two hours of laboratory application per week.

PED 102-119 P.E. Sports Activities.
(Activity course required for graduation as indicated by degree or diploma.)
The following courses are designed to aid the student in developing the fundamental skills, understanding, and appreciations necessary to derive the greatest degree of physical benefit and enjoyment from sports activities.

PED 102-119 Conditioning & Adaptive Courses 1(0-3)
PED 102 Adaptive
PED 103 Physical Fitness
PED 104 Slimnastics
PED 105 Weight Training

PED 110-119 Team Sports 1(0-3)
PED 110 Baseball
PED 111 Basketball
PED 112 Field Hockey
PED 113 Soccer
PED 114 Softball
PED 115 Touch Football
PED 116 Volleyball
PED 117 Wrestling
PED 118 Advanced Baseball (Prerequisite PED 110 or Permis. of Inst.)
PED 119 Advanced Basketball (Prerequisite PED 111 or Permis. of Inst.)

PED 120-129 Individual & Dual Sports 1(0-3)
PED 120 Archery
PED 121 Badminton
PED 122 Bowling
PED 123 Golf
PED 124 Gymnastics
PED 125 Handball
PED 126 Sailing
PED 127 Snow Skiing
PED 128 Swimming - Diving
PED 129 Tennis

PED 130-139 Recreational Sports Activities 1(0-3)
PED 130 Angling
PED 131 Canoeing
PED 132 Cycling
PED 134 Hiking
PED 135 Horsehoes
PED 136 Jogging
PED 137 Marksmanship
PED 138 Table Tennis
PED 139 Water Skiing

PED 201-299 Sports Related Electives 2(1-2)
PED 201 Sports Officiating: Football, Soccer, Volleyball
PED 202 Sports Officiating: Basketball
PED 203 Sports Officiating: Baseball & Softball
PED 204 Sports Medicine: The Trainer and Athletics

PED 205 Sports and the Spectator: Football
PED 206 Sports and the Spectator: Basketball
PED 207 Sports and the Spectator: Baseball

—Credit for PED 201-299 courses is elective only and will not meet graduation requirements for P.E.

PHI 201 Introduction to Philosophy 5(5-0)
This course is designed to acquaint the beginner in philosophy with the basic problems that have concerned speculative thinkers. Emphasis is on addressing the major questions of metaphysics, ethics, and epistemology as they relate to contemporary problems. The classical techniques of "doing" philosophy are stressed.

PHI 205 World Religions 5(5-0)
A study of the basic concepts and theological beliefs of mankind as reflected by their religious cultures.

PHS 101 Physical Science 4(1-6)
This course emphasizes mechanics, heat, sound magnetism, electricity, systems of measurements, and the solar system. This course is taught by audio-tutorial methods.

PHS 102 Physical Science 4(1-6)
This course emphasizes atomic structure as it is related to the classification of the elements and the nature of their compounds. Fundamental laws, principles and theories of ionic and covalent bonding are also emphasized.

PHS 103 Physical Science 4(1-6)
This course emphasizes soil development, evaluation of landscapes, effect of glaciers, streams, winds, weather and the geological time table.

PHY 105 Physics for Instrumentation I 4(3-2)
A study of the basic principles of physics, emphasizing mechanics and heat, with particular emphasis on those principles embodied in the design of mechanical indicating and sensing devices.

PHY 106 Physics for Instrumentation II 4(3-2)
A study of electrical principles, sound, light, and magnetic theory including measurements of temperature change, calorimetry, heat transfer, themodynamics, wave motions, geometrical and physical optics.

PHY 107 Physics for Instrumentation III 4(3-2)
A continuation of PHY 106 to include electricity, magnetism, atomic and nuclear physics. Emphasis will be placed on electrostatics, magnetostatics, capacitance, currents, circuits and electromagnetic induction.

PHY 201 General Physics 4(3-2)
A general physics course designed primarily for mathematics, engineering and physical science majors. The elements of classical mechanics are introduced including vector analysis, partial and rigid body dynamics, statics and rotary motion. Prerequisite or Corequisite: MAT 112.

PHY 202 General Physics 4(3-2)
A continuation of PHY 201. Areas covered include heat, sound and light, the measurement of temperature change, calorimetry, heat transfer, properties of matter, thermodynamics, wave motions, geometrical and physical optics. Prerequisite: PHY 201.

PHY 203 General Physics 4(3-2)
A continuation of PHY 202. Areas covered include electricity, magnetism, atomic and nuclear physics. An emphasis is on: electrostatics, magnetos, capacitance, currents, circuits, and electromagnetic introduction. Prerequisite: PHY 202.

PHY 1101 Applied Science I 4(3-2)
This course is an introduction to physics and its applications. Systems of measurement, theory of matter, properties of solids, liquids, gases and basic electrical principles are covered.

PHY 1102 Applied Science II 4(3-2)
This course covers the basic principles of forces and their effects; gravitation, motion, mechanical movements, simple machines, gear trains, and compound machines are included.

PLU 1110 Plumbing Pipework 6(3-9)
This course will introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop, where the student can learn how to handle these materials correctly. The student will perform operations such as threading, caulking, cutting, and sweating of the various kinds of pipe and tubing used in the trade.

PLU 1111 Domestic Water Systems 5(2-9)
The installation of water distribution systems beginning with the sources of supply including the location of pipes, valves, and pumps, in both single-story and multi-story buildings will be studied. Plumbing installations will be made to provide practical applications. Heating devices, and the storage and circulation of hot water will be studied. Private and public sewage and drainage systems, including their ventilation is a part of this course. Field trips will be taken to study various types of installations.

PLU 1112 Installation of Plumbing Fixtures 6(3-9)
The differences in materials and styles of lavatories, bathtubs and sinks, and the many ways that these fixtures can be installed will form the basis of this course. The proper use of traps is included. The student will get actual practice by making installations.

PLU 1120 Low Pressure Steam Systems 4(2-6)
The student will become acquainted with types of air systems, dryers, fitters, regulators. Oil and lubrication pressure systems as applied to production equipment and machinery will be stressed.

PLU 1121 High Pressure Steam Systems 6(3-9)
Applications of low pressure steam equipment will be continued. Principles involved in industrial applications of both low-pressure and high-pressure steam equipment are covered. Commercial and industrial blueprints will be studied utilizing low and high pressure equipment. High pressure boilers and installations of high pressure systems will be emphasized.

PLU 1123 Hot Water and Panel Heating 5(3-6)
The piping and accessory equipment needed to transfer hot water to radiators, heaters, and coils, and the advantages and disavantages of each of these units

will be studied, including apparatus for radiant heating and panel heating. Methods of "sizing" equipment for various installations will be included. Practical application will be provided in installing this equipment.

PLU 1125 Industrial Piping 6(3-9)
Piping system of air, water, and cooling especially as they are used in machinery and equipment for production and manufacturing processes. Its ability to increase production will be stressed.

PLU 1126 Hydraulic Systems Plumbing 3(2-3)
Plumbing applications in hydraulic systems are the focus of this course. Hydraulic principles, circuits, control valves, actuators, pumps, fluids and various accessories that complete hydraulic systems will be studied. Installation and servicing methods of these systems will be undertaken.

PME 101 Internal Combustion Engine 5(2-6)
This course develops a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. A study is made of the construction and operation of components of internal combustion engines. Testing of engines terms, cooling systems, proper lubrication, and methods of testing are covered.

PME 102 Automotive Ignition Systems 5(2-6)
The study of different designs of ignition systems and the different tune-up procedures for these systems. Each component of each system is studied in depth. The proper use of testing equipment of the ignition system is stressed.

PME 103 Automotive Electrical Systems 4(2-4)
A thorough study of the automotive electrical system. Included are: the battery, cranking mechanism, generator (A-C & D-C), ignition, accessories and wiring. Proper testing procedures with the proper equipment is also studied.

PME 105 Small Engine Repair 4(2-6)
This course provides the student with a thorough introduction to the operation, maintenance, and repair of small gasoline engines. Topics covered include carburetion, ignition system, lubrication, routine maintenance, trouble-shooting, tune-up.

PME 111 Engine Rebuilding 4(1-6)
This course is designed to allow the automotive student to become familiar with milling, refitting, and refacing procedures used in engine overhauling, and proper overhaul procedures.

PME 112 Automotive Fuel Systems 5(2-6)
A study of the characteristics of fuel, types of fuel systems, carburetor fundamentals and the use of special tools and testing equipment for the fuel system.

PME 113 Automotive Wiring Diagrams 2(1-2)
This course covers interpretation and reading of blueprints, instruction and service manuals, and wiring diagrams.

PME 121 Automotive Brake Systems 3(1-4)
A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.

PME 123 Automotive Chassis and Suspension Systems 4(2-4)
This course covers the principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems is included. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.

PME 124 Automotive Transmission and Power Trains 7(3-8)
This course covers the principles and functions of automotive power train systems, clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair is stressed.

PME 195 Cooperative Education in Transportation Maintenance 1(0-10)
This is a work experience course in the Transportation Maintenance Program. The student may select a work experience related to his particular interest in the field of transportation maintenance.

PME 196 Cooperative Education in Transportation Maintenance 2(0-20)
This is a work experience course in the Transportation Maintenance Program. The student may select a work experience related to his particular interest in the field of transportation maintenance.

PME 197 Cooperative Education in Transportation Maintenance 3(0-30)
This is a work experience course in the Transportation Maintenance Program. The student may select a work experience related to his particular interest in the field of transportation maintenance.

PME 198 Cooperative Education in Transportation Maintenance 4(0-40)
This is a work experience course in the Transportation Maintenance Program. The student may select a work experience related to his particular interest in the field of transportation maintenance.

PME 201 Motor Vehicle laws and Regulations 3(3-0)
In order to assure a complete knowledge of the latest laws and regulations governing the automobile operation and automotive repair business operation, this course will delve deeply into such laws and regulations.

PME 202 Emission Control Systems 4(2-4)
This course is designed to give each student a complete knowledge of today's emission control systems including testing and overhaul of all major parts. The proper use of emission level testing equipment will also be covered.

PME 203 Advanced Automotive Ignition Systems 2(1-3)
This is a continuation of PME 102.

PME 204 VW Engines 3(0-6)
This course is for those students with an understanding of the basic gasoline engine who have a desire for further understanding and experience on the VW engine. This course will cover removal, installation, testing, overhaul, and modification of the VW engine.

PME 205 Disc Brakes 3(0-6)
In order to be completely up-to-date on the complex braking systems of today, the automotive students need a complete understanding of the latest disc brakes. This course is to give the student time in the lab to experiment and study all phases of disc brakes. With instructor guidance, each student on completion of this course will be able to test and overhaul disc brakes as found on the cars of today.

PME 206 Alternator-Starter Rebuilding 2(1-3)
This course through class and laboratory experiences, gives the student an understanding of design and overhaul procedures on the alternator and starter systems.

PME 208 Wankel Engine 4(1-6)
A study and comparison of the standard (reciprocating) engine and the Wankel (rotary) engine. Through class participation and practical shop practice each student will achieve a working knowledge of such points as trouble shooting, testing, adjustment, and major overhaul of the Wankel engine.

PME 209 Foreign Car Engines 3(0-6)
In this course the students will work with all types of foreign car engines ranging from the simple through the more complex and expensive. The emphasis will be placed on design and construction differences which exist between foreign and domestic engines

PME 210 Instruments, Gauges and Electrical Accessories 3(0-6)
This course will give each student a deeper understanding of the complex electrical systems in today's automobiles. Electrical accessories studied during this time will be power seats, power windows, windshield wipers and washers, engine gauges, and instrument testing and repair.

PME 215 The Diesel Engine 5(2-6)
This course is designed for the student with a working knowledge of the gasoline engine. This course expands his potential as a mechanic by giving him an understanding of the basic principles for maintenance and repair of diesel engines.

PME 223 Automotive Front Suspension, Alignment and Power Steering I 4(1-6)
Types and designs of front ends are studied in this course and a great deal of practice in the lab on alignment procedures and equipment, front suspension overhaul, and power steering maintenance and overhaul is experienced.

PME 224 Advanced Automatic Transmissions 5(2-6)
This course is designed to provide an understanding of automatic transmissions. Instruction includes: classroom study, demonstrations, and student par-

ticipation in disassembly, re-assembly, and testing of selected transmission. Special emphasis is placed on principles, function, construction, operation, servicing and "trouble-shooting" procedures and repair of various types of automatic transmission.

PME 240 Automotive Diagnosing and Testing I 6(2-8)
A thorough study of the theory and operation of various automobile electrical units and systems. Maintenance and testing procedures, diagnosis and repair of all types of electrical - electronic components, especially the transistor circuits, found on the modern automobile are covered.

PME 241 Automotive Diagnosing and Testing II 6(2-8)
A continuation of PME 240.

PME 250 Advanced Automotive Fuel Systems 5(1-8)
A thorough study of the fuel systems of the automobile: fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel system are covered as well as exhaust and emission controls and servicing.

PME 1125 Automotive Servicing 6(3-9)
This course emphasizes the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble - shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing is stressed. Prerequisites: PME 123, PME 121, AHR 1101.

POL 201 American Federal Government 5(5-0)
A study of the historical background and constitutional principles involved in our form of government, and analysis of the powers and functions of Congress, the executive, and the judiciary.

POL 202 American State and Local Goverment 5(5-0)
A study of the political and constitutional status of state and local government in relation to the federal system.

PSY 102 Career Decisions 2(2-0)
This course aids the student in coordinating his abilities and interests in order to make meaningful educational and vocational choices, based on objective information. Recommended for students who are uncertain of their occupational choice and - or who desire experience in job-seeking skills. Opportunities offered by the college and community are investigated and evaluative tests are used.

PSY 201 Introduction to Psychology 5(5-0)
An introductory survey of the major characteristics of human behavior. How biological and socio-cultural factors interact to influence development, learning, motivation, perception, measurement, and pathological behavior is emphasized.

PSY 202 Human Development 5(5-0)
This course is a study of the physical, mental, and psychosocial development of man from birth through old age with an emphasis on conceptual frameworks psychologists use to interpret behavior during the "stages" of the life cycle. Prerequisite: PSY 201 or permission of the instructor.

PSY 203 Abnormal Psychology 5(5-0)
This course is a study of the causes, systematic manifestations, and treatment of major personality deviations such as neuroses, psychoses, and mental deficiencies. Prerequisite: PSY 201 or permission of the instructor.

PSY 204 Industrial Organizations & Institutions 5(5-0)
A study of the theories and their applications involving people in the work setting. The course will cover the following topics: organizational and management theory; work motivation; job satisfaction; job and organizational analysis; performance evaluation; personnel recruitment, selection and placement; and personnel training and development.

PSY 205 Educational Psychology 5(5-0)
This course is a study of the basic principles of psychology with an emphasis upon the learning process. The course provides and understanding of the applications of psychological principles to the educational process. It treats such topics as individual differences, principles of learning, transfer of training, and the nature of thinking and reasoning. Prerequisite: PSY 201 or permission of the instructor.

PSY 225 Psychology of Adjustment 5(5-0)
The study of the dynamic and positive principles involved in the process of adjustment and normal personality development. Application of these principles is emphasized, and active student participation is expected. Prerequisite: PSY 201 or permission of the instructor.

PSY 1101 Human Relations 3(3-0)
This course attempts to develop an understanding of human relationships through some of the basic principles of human psychology. The problems of the individual and his work situation are studied in relation to the established organization of modern business and industry and in relation to government practices and labor organization. Especially emphasized are the operating responsibilities of good management.

RDG 91 Developmental Reading I 3(1-4)
A basic course which provides instruction and drill in the fundamental skills necessary for effective reading. Improvement in the student's sight word vocabulary and decoding and comprehension skills is sought.

RDG 92 Developmental Reading 3(1-4)
An interim course designed for students who are enrolled in Reading 91 but do not reach the required entry level for Reading 101. Textbook and laboratory exercises are provided to further develop vocabulary and comprehension skills. Emphasis is also placed on helping the student develop the ability to apply reading skills in any situation.

RDG 101 College Reading 3(3-0)
This course emphasizes development of reading ability in order to increase reading rates, develop power of comprehension, build vocabulary, and improve study skills. A reading laboratory is equipped with materials to aid students in achieving the course objectives. This course is a graduation requirement. Prerequisite: Satisfactory completion of RDG 91 or equivalent reading skill level as indicated on a placement test.

RDG 111 Speed Reading 3(3-0)
Speed Reading covers problems which prevent a person from reading at his best rate. These problems may include inability to distinguish between words which resemble each other, poor vocabulary, and unnecessary word to word reading.

The student will be given various exercises to increase basic reading skills and thereby improve reading rate. A diligent effort with in-class and limited out-of-class work will inevitably enable the student to read better and faster.

RDG 201 Methods, Materials, Techniques of Teaching Reading I 4(3-3)
Introduction to methods and materials available for the teaching of reading. Techniques for implementation of these procedures will be stressed.

RDG 202 Evaluation of Reading Programs 3(3-0)
Students will become knowledgeable of various techniques used to evaluate a student's progress in reading. Emphasis used to evaluate a student's progress in reading. Emphasis will be placed on informal classroom techniques used by the regular classroom teacher in evaluating a student's reading ability.

RDG 203 Language Arts for Children 3(3-0)
A study of language arts as a part of a daily learning experience. Emphasis will be placed on the process by experience. Emphasis will be placed on the process by which a child develops skills in the language arts: speaking, listening, reading and writing. Students will also examine techniques employed in helping children develop the necessary skills in the language arts area.

RDG 204 Reading Seminar I 3(3-0)
Practical application of skills learned in other courses as student works under the supervision of teacher. Students will participate in periodic lectures by reading specialist

RDG 205 Methods, Materials, Techniques of Teaching Reading II 4(3-3)
Effective teaching techniques used to direct learning in the elementary school are studied. Innovative forms of organization and instruction are investigated. Prerequisite: RDG 201.

RDG 206 Reading Seminar II 3(3-0)
Practical application of skills learned in Reading Teacher Technician Program as student works under the supervision of teacher. Students will participate in periodic lectures by reading specialist.

RDG 207 Reading in the Content Areas 4(3-3)
An exploration of the role of reading abilities in mastering content (mathematics, science, social studies, etc.) material. The student will be required to translate knowledge of reading

and the reading process into lessons designed to teach "content." It is expected that the student will rely, in a large measure, upon the non-reading text books of the laboratory school for in-class work.

RDG 208 Reading for the Exceptional Child 3(3-0)
An exploration of selected teaching materials pertinent to the exceptional child.

RDG 210 Internship in a Public School Reading Program 4(0-40)
A course designed for the students to work in a reading classroom for five full days each week during the quarter. The student will be expected to demonstrate competencies acquired during previous course work. On-going supervision of the student will center upon techniques for incorporating knowledge of children, reading, the community and the school into a coherent instructional program of reading education. In addition to assisting with individual and small-group instruction, the student will be expected to provide some assistance in large-group instruction.

RDG 270 Phonics 2(2-0)
A study of basic phonics principles. Classroom instruction is aimed at teaching parents how they might help their primary or elementary age children who are taught to read using phonics methodology. Some emphasis is placed on remediation of phonics and comprehension skills.

REC 100 Environmental Perception 1(0-33)
This course is designed to give the student the basic knowledge and experience necessary to insure greater appreciation and understanding of the natural environment.

REC 101 Introduction to Outdoor Recreation 3(3-0)
Principles and problems involved in the utilization of our natural resources for recreation purposes are emphasized in this course. Emphasis is also placed on the role of outdoor recreation in local, state and federal agencies. The Bureau of Outdoor Recreation is investigated.

REC 102 Introduction to Leisure Services 5(5-0)
This course will survey the park and recreation system. Attention will be focused on the social aspects of the recreational movement and the role of the government in meeting the recreational needs of America. The importance of resource management that arose out of the social needs of urban America will also be stressed.

REC 103 Woodmanship and Camping 3(2-3)
This course deals with the proper clothing, equipment and safety in forested areas. Considerable emphasis is on personal and group safety, proper selection and use of outdoor tools and equipment and survival skills.

REC 110 Interpreting Our National Heritage 3(2-3)
This course introduces the student to the methods used to interpret our historic heritage and our natural resources. The methodology includes visits to national and state historic and natural areas and terminates with the student developing an interpreted program on some relevant topic.

REC 170 Field Training Outdoor Recreation 4(0-40)
This cooperaive work experience affords the student an opportunity to become actively involved in outdoor recreation experiences ranging from programming to maintenance. The student spends a minimum of eleven weeks off campus in a departmentally selected location.

REC 180 Field Training Outdoor Recreation 4(0-40)
This cooperative work experience is optional and affords the student an increased opportunity to become more actively involved in outdoor recreation experiences ranging from programming to maintenance. The student may elect this course to further enhance his-her qualifications and experiences for possible future employment.

REC 200 Recreation for Special Populations 4(3-2)
This course is a survey of leisure problems confronting disadvantaged individuals and groups. Emphasis will be placed on the development of adaptive activities to meet the needs of the mentally retarded, physically handicapped, blind and the aged.

REC 201 Park Maintenance and Operations I 3(3-0)
This course deals with job planning and scheduling; preventive, corrective and contractual maintenance in outdoor and indoor facilities. Special emphasis is placed on maintenance of indoor recreation and park facilities; plumbing, basic electricity and painting. Corequisite: REC 205

REC 202 Park Maintenance and Operations II 5(5-0)
This course prepares a student to become certified as a Class I Waste Water Treatment Operator in North Carolina.

REC 203 Park Maintenance and Operations III 3(3-0)
This course is a continuation of REC 201. Preventive maintenance is stressed in the outdoor maintenance of such areas as turfs, outdoor surfaces, athletic fields, roads, parking areas, litter and refuse, vandalism and the liability aspects of recreation maintenance. Corequisite: REC 208

REC 204 Environmental Education 3(2-3)
This course will focus on the fauna and flora of southeastern North Carolina and its relationship to man. Skills in campcraft and woodsmanship will also be covered with practical exercises in lab. Emphasis will be placed on outdoor laboratory design and construction for preschoolers. Program planning ideas on the outdoors will be discussed.

REC 205 Recreation Practicum 1(0-10)
This course is designed to provide the student with hands on training under the supervision of a professional recreator. The training will center around indoor and outdoor maintenance in the park and recreation field. Corequisite: REC 201

REC 206 Recreation Programming 4(3-2)
This course is a study of the essential elements and basic principles involved in the organization, supervision, promotion and evaluation of various types of outdoor recreation programs. Emphasis is on organized programs and services.

REC 207 Aquatic Management 3(3-0)
This course is concerned with the maintenance, supervision and operations of water oriented areas and facilities such as beaches, pools, small lakes, etc.

REC 208 Recreation Practicum 1(0-10)
This course is designed to provide the student with hands on training under the supervision of a professional recreator. The training will center around indoor and outdoor maintenance in the park and recreation field. Corequisite: REC 203.

REC 209 Facility and Site Planning 5(3-6)
This course covers the history of park and recreation facility planning. Emphasis is placed upon the planning principles involved in the design and lay-out of outdoor recreation areas.

REC 210 Recreation Field Study Seminar (Guided Elective) 3(2-3)
The student gains experience in the field of recreation through visiting and - or working with a variety of recreation or related areas in North Carolina. Involves combination of tours, lectures, demonstrations, and hands on experiences with professional personnel. Sites are selected on relevancy to total curriculum.

REL 201 Survey of the Old Testament 5(5-0)
An historical survey of major events in the religious, socio-economic, and political development of the Hebrew people during the Old Testament period.

REL 202 Survey of the New Testament 5(5-0)
An historical survey of the origin, teachings, and formation of the New Testament.

REL 203 Contemporary Religious Thought 5(5-0)
An investigation of selected movements, men and ideas which have contributed significantly to the development of European and American religious traditions.

SCI 91 Fundamentals of Science 3(1-4)
A developmental course designed for those students with little preparation and/or poor aptitude for the biological and physical sciences. Application of appropriate study skills such as notetaking, reviewing, reading of science text, and learning through laboratory experimentation will be practiced as the student investigates selected topics from the biological and physical sciences.

SOC 201 Introduction to Sociology 5(5-0)
This course is a study of the fundamental principles and concepts of sociology. Contemporary American institutions in relation to technological change, ethnic groups, population trends and social influences are the focus of the course.

SOC 202 Marriage and the Family 5(5-0)
This course is a study of the family as a social institution — its origins and development, its forms and functions, the

interrelation with other social institutions, and its role in contemporary civilization. Congruently, sex roles, socialization, and factors contributing to or mitigating against successful marriages are explored.

SOC 225 Modern Social Problems 5(5-0)
Through examination of existent research and research conducted by the students themselves, this course explores sociocultural change and analyzes today's major social problems. A brief historical review of the origins of these problems is presented.

SPA 101 Elementary Spanish 4(3-2)
A study of basic Spanish grammar. Aural-oral ability of students will be developed along with reading of texts and writing exercises.

SPA 102 Elementary Spanish 4(3-2)
A continuation of SPA 101.

SPA 103 Elementary Spanish 4(3-2)
A continuation of SPA 102.

SPA 201 Intermediate Spanish 4(3-2)
A systematic review of Spanish grammar in conjunction with reading Spanish texts concerning Spanish civilization and culture. Special emphasis is placed on the development of reading comprehension. Prerequisite: SPA 103 or a minimum of two high school units of Spanish.

SPA 202 Intermediate Spanish 4(3-2)
A continuation of SPA 201.

SPA 203 Intermediate Spanish 4(3-2)
A continuation of SPA 202.

SPA 211 Advanced Spanish 4(3-2)
The first in a sequence of courses conducted in the language, stressing the Spanish and Hispanic culture and history, principally as reflected in the literature. Selections from Spanish literature from El Cid to the present and major authors from South and Central America are covered. Prerequisite: SPA 203 or permission of instructor.

SPA 212 Advanced Spanish 4(3-2)
A continuation of SPA 211.

SPA 213 Advanced Spanish 4(3-2)
A continuation of SPA 212.

WLD 1000 Oxyacetylene Welding and Cutting 2(0-6)
This course covers the basic principles of oxyacetylene-welding, with a special emphasis on the cutting of metals by the oxyacetylene process. Safety aspects of welding are stressed throughout the course.

WLD 1001 Arc Welding (Straight Polarity) 2(0-6)
This course covers polarities, heat, electrodes and manipulative skills. Manual welding is for the student who likes to work with his hands as well as the beginning student and the person who is already working in the field and wishes to upgrade his skill. Safety aspects of welding are stressed throughout the course.

WLD 1002 Arc Welding (Reverse Polarity) 2(0-6)
This course is designed to develop proficiency in the welding process. Instruction is given in running beads in flat, vertical, overhead and horizontal positions. The welding of structural shapes used in modern construction is emphasized. Safety aspects of welding are stressed throughout the course.

WLD 1003 Arc Welding (Low Hydrogen 2(0-6)
This course covers structural welding using a low hydrogen electrode. It is beneficial to students who plan to enter the construction field, as well as to students who plan to enter other fields and to professionals wishing to upgrade their welding skills. Safety aspects of welding are stressed throughout the course.

WLD 1004 Inert Gas Shield Welding ("TIG" Process) 2(0-6)
This course covers the practical skills and the theory of the tungsten inert gas welding process, also called heliarc welding. It is beneficial to the beginning welding student as well as to the professional wishing to upgrade his-her skills. Safety aspects of welding are stressed throughout the course.

WLD 1005 Inert Gas Shield Welding ("MIG" Process) 2(0-6)
This course covers the practical skills and the theory of the inert gas shielded, mechanically fed, consumable wire electrode. This process is becoming increasingly utilized where speed of production is required in sheet metal, aluminum, stainless steel, and some of the exotic metals. Safety aspects of welding are stressed throughout the course.

WLD 1006 Pipe Welding 2(0-6)
This course covers the welding of pipes in fixed positions using 'stick' electrodes as outlined in Section IX of the ASME Code.

WLD 1007 Advanced Pipe Welding Techniques 2(0-6)
This course is designed to prepare the advanced welding student to qualify in the field of industrial pipe welding. Carbon steel, aluminum, and stainless steel applications are emphasized. Prerequisite: WLD 1006 or equivalent. Safety aspects of welding are stressed throughout the course.

WLD 1008 Certification Practices 2(0-6)
This course is designed to cover certification standards. The student uses various tests such as: the guided bend, dye penetrant, free bend and others prescribed by the American Welding Society's state and federal codes. The American Society for Testing Materials standards are also used. Prerequisites: WLD 1006 and WLD 1007 or equivalent.

WLD 1101 Basic Arc & Gas Welding 1(0-3)
Welding demonstrations by the instructor and practice by the students in the welding shop are the focus of this course. Safe and correct methods of assembling and operating the welding equipment are covered. Practice for surface welding: bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work is provided as well. Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.

WLD 1104 Basic Welding and Cutting 3(2-3)
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding and flame cutting. Emphasis will be on electric arc and gas welding methods applicable to mechanical repair work. Bronze welding and silver soldering will also be covered. Safety aspects of welding are stressed throughout the course.

WLD 1105 Auto Body Welding 1(0-3)
Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Safety procedures are emphasized throughout the course. Prerequisite: WLD 1101.

WLD 1120 Oxyacetylene Welding and Cutting 8(3-15)
This course introduces the student to the history of oxyacetylene welding, the princples of welding and cutting, nomenclature of the field, and to the assembly of units. Welding procedures covered are: puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, brazing, and hard and soft soldering. Students are required to inspect and test the quality of the welds. Safety is stressed throughout the course.

WLD 1121 Arc Welding 8(3-15)
This course covers the operation of AC transformers, and DC motor generator arc welding sets. Included are: welding heats, polarities and electrodes used in joining various metal alloys by arc welding. When the student is proficient in running beads, butt and fillet welds made in all positions, the student tests these welds for quality. Safety is stressed throughout the course.

WLD 1122 Commercial and Industrial Practices 8(3-15)
This course is designed to build skills through practice in simulated industrial processes and techniques. Maintenance, repairing worn or broken parts by special welding applications, field welding, destructive and nondestructive tests and inspection are covered. Safety is stressed throughout the course

WLD 1123 Inert Gas Welding 5(2-9)
This course is an introduction to the practical application of inert-gas shield arc welding. Included are: equipment operations, practice in various positions, principles of operations, shielding gases, filler rods, process variations and applications, and manual and automatic welding. Safety in this course is emphasized.

WLD 1124 Pipe Welding 7(3-12)
This course is designed to provide practice in the welding of pressure piping in the horizontal, vertical and horizontal fixed positions using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Safety is stressed throughout the course.

WLD 1125 Certification Practices 6(3-9)
This course covers welding the various materials requisite to the meeting of certification standards. The student uses various tests including the guided bend and dye penetrant tests to check the quality of his work. The production of quality welds is emphasized. Safety in the course is emphasized.

WLF 206 Wildlife Science 4(3-3)
This course is an introduction to wildlife biology. Topics covered include the interaction between wildlife and man, the manipulation of wildlife habitat, the characteristics of wildlife populations, and the life cycles and management of selected wildlife species. Labs include field trips to various management areas and talks by wildlife managers.



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Southeastern Community College
Whiteville, N.C.

AUTOMOTIVE MECHANICS DIPLOMA

Program Justification

The technology of automotive vehicles changes each year. There is a need for trained transportation maintenance technicians who have a broad understanding of the principles of automotive mechanics as well as specialized expertise so they can readily adapt to technological changes and new techniques required in servicing and repair.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles/Employment Possibilities

The transportation maintenance technician has a knowledge of laboratory procedures in automotive and associated areas. He/she is capable of operating laboratory equipment and instruments to perform a variety of tests on materials and equipment. Included also may be performance testing of new materials and equipment. The diagnostician, with use of instruments, can locate automotive or electrical defects and arrange for repair. He/she often records data that are required, writes reports and makes recommendations.

Program Description

The program is designed to train the student in the specific skills required to inspect, diagnose, repair and adjust automotive vehicles. Key principles involved in the operation of the modern automobiles are explored in a classroom setting, in discussion groups, and, of course, in shop. The program is designed according to the "career ladder" approach; the student who chooses to obtain a one-year diploma will take the first four quarters listed in the curriculum below. Students wishing at that time or at a later time to continue in transportation maintenance technology may complete the last four quarters, and receive an Associate in Applied Science Degree, provided a "C" average has been maintained. See Transportation Maintenance Technology.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
PME	102	Automotive Ignition Systems	5(2-6)
PME	112	Automotive Fuel Systems	5(2-6)
ENG	1101	Communication Skills	5(5-0)
MAT	1101	Fundamentals of Mathematics	5(5-0)
PME	113	Automotive Wiring Diagrams	2(1-2)
			23(16-14)
		2nd Quarter	**Credits**
PME	101	Internal Combustion Engines	5(2-6)
PME	111	Engine Rebuilding	4(1-6)
PHY	1101	Applied Science I	4(3-2)
PSY	1101	Human Relations	3(3-0)
WLD	1101	Basic Arc Gas Welding	1(0-3)
			17(9-17)
		3rd Quarter	**Credits**
PME	121	Automotive Brake Systems	3(1-4)
PME	123	Automotive Chassis & Susp. Systems	4(2-4)
PME	103	Automotive Electrical Systems	4(2-4)
AHR	101	Automotive Heating & Air Conditioning	4(2-4)
PHY	1102	Applied Science II	4(3-2)
			19(10-18)
		4th Quarter	**Credits**
PME	124	Automotive Transmission & Power Trains	7(3-8)
PME	1125	Automotive Servicing	6(3-9)
BUS	1103	Small Business Operations	3(3-0)
			16(9-17)

Total Credit Hours Required: 75

CARPENTRY AND CABINETMAKING DIPLOMA

Program Justification

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Program Description

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

The modern carpenter will work on new construction, as well as maintenance, and repair of many types of structures, both residential and commercial. He will have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Related Job Titles/Employment Possibilities

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, accoustical and insulating carpenter, and finish carpenter.

REQUIRED CURRICULUM

		1st Quarter	Credits
MAT	1101	Fundamentals of Mathematics I	5(5-0)
BPR	1110	Blueprint Reading/Building Trades	1(0-3)
CAR	1101	Carpentry	8(3-15)
ORI	100	Freshman Orientation	1(1-0)
			15(9-18)
		2nd Quarter	**Credits**
ENG	1101	Communication Skills	5(5-0)
MAT	1103	Geometry for Vocational Students	3(3-0)
BPR	1111	Blueprint Reading & Sketching	1(0-3)
CAR	1102	Carpentry: Millwork & Cabinetmaking	8(3-15)
			17(11-18)
		3rd Quarter	**Credits**
PSY	1101	Human Relations	3(3-0)
CAR	1103	Carpentry: Framing	8(3-15)
CAR	1113	Carpentry: Estimating	4(3-3)
			15(9-18)
		4th Quarter	**Credits**
CAR	1114	Building Codes	3(3-0)
BUS	1103	Small Business Operations	3(3-0)
CAR	1104	Carpentry: Finishing	9(3-18)
			15(9-18)

Total Credit Hours Required: 62

CHILD CARE WORKER DIPLOMA

Program Justification

Changes within our society are creating demands for more parents with dual roles and more persons prepared for employment in child care services. These services include the care, guidance, and nurturing of young children to help meet their social, emotional, intellectual, and physical needs. Services should be provided to assist adults in parenting of their children; to provide programs for stimulating growth and learning; and to prepare personnel to operate them.

Entrance Requirements

This program requires a high school diploma or its equivalent. The student must express a desire to work with young children, have patience, display warmth, and a certain amount of flexibility.

Related Job Titles/Employment Possibilities

Persons graduating from the Child Development Program may be employed in public or private day care centers, nursery schools, child development centers, preschool programs for exceptional children, or family day care homes.

Program Description

The main objective of the Child Care Worker Program is to prepare students to work in a variety of settings that involve the care and guidance of young children. This includes concern for the mental, social, physical, and emotional growth and development of the child. The Child Development Center, located on campus, is utilized to provide students with the opportunity to apply the knowledge they have learned in everyday situations. Opportunity is given for students to work directly with children and to plan an effective preschool program.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ENG	1101	Communication Skills	5(5-0)
CDE	118	Child Development for Day Care Workers	3(3-0)
CDE	104	Foods for Children	4(3-2)
CDE	119	Introduction to Early Childhood Education	4(3-2)
CDE	102	Rhythmic Activities and Creative Expression	4(3-2)
			21(18-6)
		2nd Quarter	**Credits**
CDE	120	Curriculums for Child Care Centers	5(3-6)
CDE	121	Home & Community Influences on Young Children	4(3-2)
CDE	106	Science-Preschoolers	4(3-2)
CDE	122	Working with the Young Child with Problems	3(3-0)
MAT	91	Arithmetic Refresher	3(1-4)
			19(13-13)
		3rd Quarter	**Credits**
CDE	110	Creative Activities for Young Children	5(3-6)
CDE	123	Language Development in Children	4(3-2)
CDE	124	Books for Children	4(3-2)
CDE	125	Administration and Supervision in a Preschool Facility	3(3-0)
			16(12-10)
		4th Quarter	**Credits**
CDE	114	Internship in a Preschool	2(0-20)
HED	206	First Aid and Safety	3(3-0)
CDE	112	Child Guidance	3(3-0)
		Elective	5(5-0)
			13(11-20)

Total Credit Hours Required: 69

COSMETOLOGY DIPLOMA

Program Justification

The cosmetology field has grown in recent years. The chemical sophistication of cosmetics as well as the growing demand for cosmetological services for both sexes has increased the need for trained cosmetology specialists.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles/Employment Possibilities

Doors to 45 fascinating careers and opportunities are open to the trained cosmetologist:

Permanent Wave Technician
Hair Stylist
Wig Stylist
Hair Coloring Technician
Derma Technician
Salon Owner
Salon Manager
Cosmetology Instructor
Education Director for Manufacturers
Merchandising Field
Scientific Field
Writing Field

Passing through any one of these doors presents an opportunity for a lifetime career in some facet of the dynamic and glamourous fields of beauty culture.

Program Description

Instruction is provided in manicuring, shampooing, permanent waving, skin care, massages, scalp treatments, hair cutting, and hair styling. Graduates of the program are eligible to apply to the State Board of Cosmetics Arts to become registered cosmetologists.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
COS	1101	Introduction to Cosmetology	5(5-0)
COS	1102	Mannequin Practice	10(0-30)
			16(6-30)

		2nd Quarter	Credits
COS	1103	Basic Theory I	5(5-0)
COS	1104	Practical Skills I	8(0-24)
ENG	1101	Communication Skills	5(5-0)
			18(10-24)

		3rd Quarter	Credits
COS	1105	Basic Theory II	5(5-0)
COS	1106	Practical Skills II	8(0-24)
BUS	220	Human Relations in Business	3(3-0)
		or	
PSY	1101	Human Relations	3(3-0)
			16(8-24)

		4th Quarter	Credits
COS	1107	Salon Management	5(5-0)
COS	1108	Advanced Hairdressing	10(0-30)
			15(5-30)

Optional

		5th Quarter	Credits
COS	1199	Basic Skill Review	9(0-25)
			9(0-25)

Total Credit Hours Required: 74

ELECTRICAL INSTALLATION AND MAINTENANCE DIPLOMA

Purpose of Curriculum

The rapid expansion of the national economy and the increasing development of new electrical products are providing a growing need for qualified people to install and maintain electrical equipment.

This curriculum will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals.

Entrance Requirements

High School diploma or equivalent is desired; however, students not meeting this requirement may be accepted as special students.

Job Description

The graduate of the electrical program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in our school.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ELC	112	Direct and Alternating Current	10(5-15)
MAT	1101	Fundamentals of Mathematics I	5(5-0)
ENG	1101	Communication Skills	5(5-0)
			21(16-15)

		2nd Quarter	Credits
ELC	113	AC-DC Machines and Controls	9(5-12)
ELN	101	Instruments and Measurements I	2(1-2)
MAT	1102	Fundamentals of Algebra	3(3-0)
BPR	110	Blueprint Reading and Sketching I	2(1-3)
			16(10-17)

		3rd Quarter	Credits
ELC	114	Residential Wiring	8(5-8)
ELN	108	Industrial Electronics I	5(3-6)
PSY	1101	Human Relations	3(3-0)
BPR	113	Blueprint Reading and Sketching II	2(1-3)
			18(12-17)

		4th Quarter	Credits
ELC	115	Commercial and Industrial Wiring	9(5-12)
BUS	1103	Small Business Operations	3(3-0)
ELN	109	Industrial Electronics II	5(3-6)
			17(11-18)

Total Credit Hours Required: 72

ELECTRONICS SERVICING Diploma

Purpose of Curriculum

Within recent years improved electronic techniques have provided expanded entertainment and educational facilities in the form of monochrome and color television, frequency modulated radio, high fidelity amplifier, stereophonic sound equipment, and telephone and radio communications. These developments require expanded knowledge and skill of the individual who would qualify as a competent and up-to-date electronics serviceman.

This curriculum provides a training program which will provide the basic knowledge and skills involved in the installation, maintenance and servicing of radio, television and sound amplifier systems, and industrial electronics and communications. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

Job Description

An electronic serviceman may be required to install, maintain and service amplitude modulated and frequency modulated communications equipment, radios, transistorized radios, monochrome and color television sets, intercommunication, public address and paging systems, high fidelity and stereophonic amplifiers, record players and tape recorders, or perform in industry as a communications or electronics serviceman in repairing, servicing and installing electrical and electronics equipment, or he may work in inspection or quality control.

Entrance Requirements

High school diploma or its equivalent is required; however, students not meeting this requirement may be accepted as special students.

REQUIRED CURRICULUM

		1st Quarter	Credits
MAT	1101	Fund. of Math I	5(5-0)
ENG	1101	Communication Skills	5(5-0)
ELC	1112	Direct and Alternating Current	10(5-15)
ORI	100	Freshmen Orientation	1(1-0)
			21(16-15)

		2nd Quarter	Credits
MAT	1102	Fund of Math II	3(3-0)
ELN	1122	Vacuum Tubes & Circuits	7(4-9)
ELN	1126	Transistor Theory & Circuits	8(5-9)
			18(9-18)

		3rd Quarter	Credits
ELN	1127	Television Receiver Circuits & Servicing (B&W)	9(5-12)
ELN	1125	Radio Receiver Servicing	4(2-6)
PSY	1101	Human Relations	3(3-0)
			17(10-18)

		4th Quarter	Credits
ELN	1131	Television Servicing (Color)	10(5-15)
B U S	1103	Small Business Operations	3(3-0)
			13(8-15)

Total required hours: 70

INDUSTRIAL MAINTENANCE-ELECTROMECHANICAL DIPLOMA

Purpose of Curriculum

The curriculum in Industrial Maintenance-Electromechanical is designed to prepare students to repair and maintain machinery; electrical wiring and fixtures; and hydraulic and pneumatic devices found in industrial establishments. Courses in the program provide training in the basic knowledge, fundamentals, and practices involved in industrial maintenance. Special emphasis is given to laboratory and shop instruction which is designed to give the student practical knowledge in the application of fundamentals taught in the classroom.

Entrance Requirements

High school diploma or equivalent is required; however, students not meeting this requirement may be accepted as special students.

Job Description

The graduate of this program should be prepared to enter employment in an industrial maintenance capacity in any of a variety of industrial plants. The industrial maintenance program person may be required to install, maintain, and service mechanical equipment such as machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices. Proficiency in interpreting blueprints, using hand tools, and use of measuring and testing instruments are some of the skills which will be used by the industrial maintenance graduate. In addition, he will be able to troubleshoot and repair electrical circuits and components, hydraulic equipment, and industrial plumbing systems.

REQUIRED CURRICULUM

		1st Quarter	Credits
ELC	1112	Direct & Alternating Current	10(5-15)
DFT	1104	Blueprint Reading: Mechanical	2(1-2)
MAT	1101	Fundamentals of Math	5(5-0)
ORI	100	Freshman Orientation	1(1-0)
			18(12-17)

		2nd Quarter	Credits
PLU	1110	Plumbing Pipework	6(3-9)
ENG	1101	Communication Skills	5(5-0)
MAT	1103	Geometry for Vocational Students	3(3-0)
WLD	1104	Basic Welding and Cutting	3(2-3)
			17(13-12)

		3rd Quarter	Credits
MEC	1133	Electrical & Mechanical Maint.	5(3-6)
AHR	1121	Principles of Refrigeration	6(4-6)
PLU	1126	Hydraulic Systems — Plumbing	3(2-3)
PSY	1101	Human Relations	3(3-0)
			17(12-15)

		4th Quarter	Credits
ELC	1113	AC/DC Machines & Controls	9(5-12)
MEC	1119	Duct Construction & Maintenance	2(1-3)
BUS	1103	Small Business Operations	3(3-0)
ELN	1119	Industrial Electronics	2(1-3)
			16(10-18)

Total Credit Hours Required: 68

PLUMBING AND PIPEFITTING DIPLOMA

Program Justification

Plumbers are the craftsmen who install pipe systems which carry water, steam, air, or other liquids or gases needed for sanitation, heating, industrial production, and various other uses. During the past decade, there has been a steady increase in the demands for these craftsmen. As building construction continues to increase, this demand for plumbers will also increase.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Program Description

The curriculum in plumbing and heating is designed to train the individual to enter this occupation with the knowledge and basic skills that will enable him to perform effectively. Courses in plumbing practices and heating are included to provide practical experience as well as the theoretical information that one must know to advance and keep up-to-date with innovations. Other courses in communication skills, physics, human relations, and business operations are provided to assist the individual in occupational growth.

Related Job Titles/Employment Possibilities

Opportunities for plumbers and pipefitters may be found with plumbing and pipefitting contractors in new building construction. A substantial proportion of plumbers are self-employed or work for plumbing contractors doing repair, alteration, or modernization work. Some plumbers install and maintain pipe systems for government agencies and public utilities, and some work on the construction of ships and aircraft. Pipefitters, in particular, are employed as maintenance personnel in the petroleum, chemical, and food-processing industries.

REQUIRED CURRICULUM

		1st Quarter	Credits
ENG	1101	Communication Skills	5(5-0)
PHY	1101	Applied Science I	4(3-2)
DFT	1110	Blueprint Reading Building Trades	1(0-3)
MAT	1101	Fundamentals of Mathematics I	5(5-0)
PLU	1110	Plumbing Pipework	6(3-9)
ORI	100	Freshman Orientation	1(1-0)
			22(17-14)

		2nd Quarter	Credits
PHY	1102	Applied Science II	4(3-2)
DFT	1115	Blueprint Reading: Plumbing Trades	1(0-3)
PLU	1111	Domestic Water Systems	5(2-9)
PLU	1120	Low Pressure Steam Systems	4(2-6)
			14(7-20)

		3rd Quarter	Credits
PSY	1101	Human Relations	3(3-0)
PLU	1121	High Pressure Steam Systems	6(3-9)
WLD	1101	Basic Arc and Gas Welding	3(2-3)
PLU	1112	Installation of Plumbing Fixtures	6(3-9)
			18(11-21)

		4th Quarter	Credits
BUS	1103	Small Business Operations	3(3-0)
PLU	1126	Hydraulic Systems Plumbing	3(2-3)
PLU	1125	Industrial Piping	6(3-9)
PLU	1123	Hot Water and Panel Heating	5(3-6)
			17(11-18)

Total Credit Hours Required: 71

POTTERY PRODUCTION Diploma Program

Purpose of Curriculum

In North Carolina we are fortunate to have many fine traditional potteries which have been producing wares for generations. The state is known throughout the nation for pottery and its craft tradition. As well, in recent years there has been an increasing awareness of and desire for high-quality wares produced by individual craftsmen, as evidenced by the growing number of craft shops in the region. The Pottery Production Program will prepare students to function effectively in the field of pottery production, and will provide upgrading for the North Carolina pottery-making industry.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Jobs/Employment Possibilities

The Pottery Production Program at Southeastern Community College trains students, that they might seek employment with an established pottery, or that they become part of the growing number of self-supporting craftsmen that maintain their own pottery shops. A course of study in pottery production may lead to employment in city recreational departments, art programs in nursing homes and hospitals, and a number of government agencies, or form the foundation for advanced study in the fine arts.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
CER	1101	Pottery I: Ceramic Materials, Procedures, & Tech.	15(5-30)
			16(6-30)

		2nd Quarter	Credits
ENG	1101	Communication Skills	5(5-0)
CER	1102	Pottery II: Ceramic Materials, Procedures, & Tech.	15(3-30)
			20(10-30)

		3rd Quarter	Credits
BUS	1103	Small Business Operations	3(3-0)
CER	1103	Pottery III: Ceramic Materials, Procedures, & Tech.	15(5-30)
			18(8-30)

		4th Quarter	Credits
CER	1104	Pottery IV: Ceramic Materials, Procedures, & Tech.	15(5-30)

Total Credit Hours Required: 69

PRACTICAL NURSING DIPLOMA

Program Justification

The health-care field has expanded greatly in the last few years. The nursing profession is an integral part of the health-care field and is demanding para-professional as well as professional (registered) nurses.

Entrance Requirements

The Practical Nursing Program is designed to be completed in four quarters. It is designed to accommodate twenty-five students. Applicants must have completed high school requirements prior to registration day. Suggested high school subjects include: (1) biology, (2) chemistry, and (3) algebra. Applicants not having completed these courses may take them at SCC prior to admission to the nursing program. Preference is given to applicants maintaining a class standing in the top half of their high school graduating class. The prospective student will be required to take the Comparative Guidance and Placement test as part of the admissions process. The required admission scores for the CGP are as follows:

Reading — National percentile of 34 or above
Year 2000 — National percentile of 20 or above
Math — National percentile of 20 or above
(Applicants must achieve the required Reading scores.)

Applicants may be considered for admission provided they achieve one of the scores in either Math or Year 2000 with the other score not below the 10th percentile and after persons meeting the minimum scores have been considered. Applicants who do not achieve the minimum scores and desire to re-take the CGP test must contact the director of counseling services for information concerning the policy for re-taking the nursing admissions test.

Application materials for the Practical Nursing Program should be completed in the Admissions Office. A completed application folder must include the following: (1) high school transcript; (2) college transcript(s) if applicant attended another college; (3) medical record; (4) dental record; (5) Comparative Guidance and Placement test scores; and (6) suitability statement from student's advisor if applicant is student at SCC. The applicant will assume the responsibility for assuring that these forms are in the folder. Medical and dental records must be mailed directly to the Admissions Office by the doctors.

Applicants will be interviewed and counseled regarding the results of the Comparative Guidance and Placement test. Those who fail to meet the established high school and/or CGP admission criteria will not receive further consideration for admission into the Practical Nursing Program. Applicants not meeting the established requirements will be counseled regarding other programs offered at SCC.

Applicants meeting the nursing admission requirements will be interviewed by the Nursing Admissions Committee. The acceptance or rejection of the applicant will be determined by the Nursing Admissions Committee.

The applicant will be required to provide evidence to the Nursing Department that he/she meets the conditions of physical and emotional health and physical capability on a level which would indicate the applicant's ability to provide safe nursing care to the public. This includes vision, hearing, and physical capability on a level acceptable with safe nursing care.

The Nursing Department will rule in individual cases of unusual medical problems as to the suitability of the applicant to provide safe nursing care.

Students who are not willing to attend clinical labs and adhere to hospital regulations as prescribed by the nursing curriculum, including time and place, will not be accepted into the program.

The Nursing Department operates within contracts that the college has with area hospitals for clinical experiences and will not knowingly accept a student that does not comply with area hospital standards.

Those students who have demonstrated a potential for nursing in previous admission may be given priority on readmission over a new applicant.

Students who have withdrawn from the Practical Nursing Program and desire to be readmitted to the program must apply as new students and meet current admission standards. Previous applicants who were accepted into the program but did not enroll in nursing courses must apply as new students and meet current admissions standards.

The Nursing Department reserves the right to dismiss from the program a student who presents problems in physical or emotional health that do not respond to appropriate treatment and/or counseling within a reasonable period of time. Further, a student may be dismissed if he/she demonstrates behavior which conflicts with safety essential to nursing practice.

The grading scale for the Practical Nursing Program is as follows:

A - 93 - 100
B - 85 - 92
C - 84 - 77
F - 76.99 or below

Clinical labs are evaluated as satisfactory or unsatisfactory. Students must pass in the clinical area in order to register for the following quarter regardless of theory grade. All nursing courses must be successfully completed each quarter before registering for the next quarter.

Attendance is essential. The student is responsible for all material covered and tests given in his/her absenses. Clinical absence shall not exceed two (2) and classroom absences shall not exceed three (3). Clinical days missed will have to be made up. Tests will be rescheduled at the convenience of the instructor. Excessive absences may constitute dismissal from the program. The nursing instructor must be notified before clinical lab begins if a student is unable to attend; failure to do so will constitute an unsatisfactory lab grade. Three (3) tardy days constitute one absence.

Students are required to wear regulation uniforms, name pins, white shoes, white hose, and cap while on clinical assignment. The uniform should touch the top of the knee. Uniforms must be clean and neat. A watch with second hand and plain washable band, bandage scissors, and pen with black ink are required. Hair must be neat. It should be styled off the collar and close to the head. If worn, earrings must be simple and discreet. Cosmetics should be worn sparsely if at all.

Students are required to purchase liability malpractice insurance. The forms will be furnished on acceptance into the program. The policy number must be on file in the Director's office prior to clinical assignment.

Transportation to and from clinical labs will be provided by the student.

Since Practical Nursing Education Programs vary from school to school in both content and sequence of courses, SCC's policy is to accept students only in the fall quarter.

Related Jobs/Employment Possibilities

Practical Nurse. The practical nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinic, doctors' and dentists' offices and in some localities, public health facilities. In all situations the practical nurse functions under supervision of a registered nurse and/or licensed physician.

Program Description

The Practical Nursing Program is accredited by the North Carolina Board of Nursing. Graduates of this program will be eligible to take the State Board Test Pool Licensing Examination for registration as a Practical Nurse.

Prerequisite: Mat 91 or its equivalent must be completed prior to registration for the program

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
NUR	1101	Fundamentals of Practical Nursing I	9(7-6)
NUR	1110	Anatomy and Physiology	5(5-0)
NUR	1111	Nutrition	5(5-0)
ENG	1103	Language Skills Practical Nursing	5(5-0)
			25(23-6)

		2nd Quarter	Credits
NUR	1102	Fundamentals of Practical Nursing	6(5-3)
NUR	1112	Maternity Nursing	7(5-6)
NUR	1103	Medical-Surgical Nursing I	6(4-6)
			19(14-15)

		3rd Quarter	Credits
NUR	1104	Medical-Surgical Nursing II	8(5-9)
NUR	1114	Pediatric Nursing	7(4-9)
NUR	1115	Pharmacology I	4(4-0)
			19(13-18)

		4th Quarter	Credits
NUR	1116	Pharmcology II	4(4-0)
NUR	1105	Medical-Surgical Nursing III	14(6-24)
			18(10-24)

Note: Students must successfully pass all nursing courses each quarter before registering for the next quarter.

Total Credit Hours Required: 81

VETERAN FARM AGRICULTURAL PROGRAM DIPLOMA

Program Description

This program is designed for veterans who farm or are engaged in agriculture employment. Only those veteran students who are engaged in suitable agriculture employment will qualify for VA benefits. If a student fails to continue to meet the agricultural employment requirement, his eligibility will be terminated. The program utilizes a "career ladder" approach. This means that the student may pursue either a Diploma, or with the addition of several courses to the Diploma curriculum, he may obtain an Associate in Applied Science degree.

Entrance Requirements

The Veteran Farm Agriculture Program is open to anyone desiring to further his education in the area of agriculture. Those persons desiring VA benefits must receive their principal source of income from farming. This criteria will be evaluated by an on-site visit to determine VA eligibility.

Program Justification

Rapid social and technological change has had many repercussions on agriculture. This program allows the veteran farmer to continue farming and at the same time to update his knowledge of agriculture and relevant skills. The importance of this program in a rural, primarily agricultural economy cannot be overstressed.

OUTLINE - 1981
REQUIRED CURRICULUM

		1st Quarter	Credits
AGR	100	Farm Pond Development	1(1-0)
AGR	101	Farm Tractors I	3(2-3)
AGR	102	Farm Business Management	2(2-0)
AGR	104	Beef & Swine Production	2(2-0)
			8(7-3)

		2nd Quarter	Credits
AGR	123	Horticulture	3(2-3)

		3rd Quarter	Credits
AGR	107	Farm Accounting & Records	2(2-0)
AGR	109	Soil Science & Forage Crops	2(2-0)
AGR	156	Techniques of Welding I	3(2-3)
MAT	191	Metric System	1(1-0)
			8(7-3)

		4th Quarter	Credits
AGR	124	Plant Prop. & Identification	1(1-0)
AGR	134	Tobacco Productions	2(2-0)
AGR	125	Cabinetmaking & Repair	3(2-3)
AGR	131	Soybean Production	2(2-0)
			8(7-3)

		5th Quarter	Credits
AGR	114	Farm Electrification	3(2-3)
AGR	111	Feeds and Feeding	2(2-0)
AGR	113	Wildlife Management	2(2-0)
AGR	115	Farm Service Agencies	1(1-0)
			8(7-3)

		6th Quarter	Credits
AGR	136	Agricultural Math	1(1-0)
AGR	130	Pesticides	2(2-0)
AGR	132	Livestock Diseases & Parasites	2(2-0)
			5(5-0)

		7th Quarter	Credits
AGR	128	Farm & Home Construction I	3(2-3)
AGR	121	Weed Identification & Control	2(2-0)
AGR	135	Agriculture Law	2(2-0)
AGR	140	Vegetable Production	1(1-0)
			8(7-3)

		8th Quarter	Credits
AGR	138	Farm Records & Taxes	2(2-0)
AGR	139	Fertilizers & Lime	2(2-0)
AGR	158	Farm & Home Construction II	3(2-3)
AGR	162	Farm Marketing	1(1-0)
			8(7-3)

		9th Quarter	Credits
AGR	144	Opportunities in Agriculture Business	1(1-0)
AGR	133	Agricultural Plumbing	3(2-3)
AGR	110	Animal Science	2(2-0)
AGR	117	Grain Crops & Animal Feed	2(2-0)
			8(7-3)

		10th Quarter	Credits
AGR	141	Surveying	3(2-3)

		11th Quarter	Credits
AGR	137	Home Appliance Repair	3(2-3)
AGR	143	New Sources of Farm Income	2(2-0)
AGR	163	Seed Production	2(2-0)
AGR	164	Community Leadership	1(1-0)
			8(7-3)

		12th Quarter	Credits
AGR	171	Farm Insurance	2(2-0)
AGR	172	Outdoor Recreation	1(1-0)
AGR	173	Forest Farm Management	2(2-0)
AGR	174	Botany	3(2-3)
			8(7-3)

Total Credit Hours Required: 93

Upon the completion of the Diploma Program the student may elect to continue his education in pursuit of an Associate in Applied Science degree. Those additional courses required for this degree are:

			Credits
RDG	101*	College Reading	3(3-0)
ENG	101*	Freshman English	3(3-0)
ENG	211	Public Speaking	5(5-0)
		Business Elective	3(3-0)
		Social Science Electives or Humanities	8(8-0)
			22(22-0)

Total Credit Hours Required: 105
*The student may be required to take prerequisite developmental coures: ENG 91, RDG 91, MAT 91

NINE MONTH EXTENSION

Program Rationale

The nine-month farm cooperative program extension is designed to give qualified students in-depth training in the agricultural sciences over and above the training provided in the regular thirty-six month farm cooperative program. Modern farming methods are becoming increasingly more complex and sophisticated. In order to deal with these complexities and to effectively utilize modern equipment and other advances in agriculture, the farmer must continually upgrade his knowledge of the latest in farming methods. Courses offered in the nine-month extension program are designed to provide the farmer with a practical knowledge of the very latest in agricultural research and farming techniques.

Program Objectives

1. To increase efficiency in farming through a better understanding of the latest developments in agricultural technology.
2. To encourage continued education on the part of individuals engaged in farming as their principal occupation.
3. To provide the veteran farmer with more than a basic understanding of all phases of farm operations and improve his skills as a farm manager.

		13th Quarter	Credits
AGR	225	Structural Design of Farm Buildings	3(3-0)
AGR	226	Livestock Disease Control	3(3-0)
AGR	227	Breeding of Farm Animals	2(2-0)
AGR	228	Economic Organization of Agriculture	2(2-0)
			10(10-0)

		14th Quarter	Credits
AGR	229	Vegetable Harvesting and Grading	2(2-0)
AGR	230	Food Processing and Storage	3(3-0)
AGR	231	Swine Management and Production	3(3-0)
AGR	232	Farm Safety	2(2-0)
			10(10-0)

		15th Quarter	Credits
AGR	233	Farm Labor Management	2(2-0)
AGR	234	Farm Estate & Business Planning	3(3-0)
AGR	235	Chemical Control of Weeds	2(2-0)
AGR	236	Agricultural Communications	3(3-0)
			10(10-0)

WELDING DIPLOMA

Program Justification

Welding, the joining together of metals, is an essential component in a wide range of industries. A competitive job market is demanding well-trained persons in all the trade areas, including welding.

Entrance Requirements

This program requires a high school diploma or its equivalent; however, applicants may be accepted as special students if they do not meet these requirements.

Related Job Titles/Employment Possibilities

Welder; pipe-welder; welder fitter, specialist welder; welding supervisor; welding analyst; inspector; welding foreman; welder; welding positions in industries such as shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe-fitting, production shop, and job shop.

Program Description

The program emphasizes the development of a high degree of skill in various types of welding, including arc, gas and resistance welding. Additionally, a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading is stressed in the welding program.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
WLD	1120	Oxyacetylene Welding and Cutting	8(3-15)
MAT	1101	Fundamentals of Mathematics I	5(5-0)
BPR	1104	Blueprint Reading I: Mechanical	2(1-2)
PHY	1101	Applied Science I	4(3-2)
ENG	1101	Communication Skills	5(5-0)
			25(18-19)

		2nd Quarter	Credits
WLD	1121	Arc Welding	8(3-15)
MAT	1103	Geometry for Vocational Students	3(3-0)
BPR	1117	Blueprint Reading: Welding	2(1-2)
PHY	1102	Applied Science II	4(3-2)
			17(10-19)

		3rd Quarter	Credits
WLD	1124	Pipe Welding	7(3-12)
WLD	1123	Inert Gas Welding	5(2-9)
BPR	1118	Pattern Development & Sketching	2(1-2)
PSY	1101	Human Relations	3(3-0)
			17(9-23)

		4th Quarter	Credits
WLD	1122	Commercial and Industrial Practices	8(3-15)
WLD	1125	Certification Practices	6(3-9)
BUS	1103	Small Business Operations	3(3-0)
			17(9-24)

Total Credit Hours Required: 76

Technical Programs

ASSOCIATE IN APPLIED SCIENCE DEGREES

The Associate in Applied Science degree programs are collegiate level and are two academic years in length. The specific course requirements for each degree are listed in the program descriptions. Recognizing the importance of general education in all educational programs, Southeastern Community College provides each student with as much general education as is possible within the framework of his particular program. To this end, at least 18 quarter hours of general education courses in English, humanities, or social sciences are required as an integral part of each technical curriculum. To qualify for the Associate in Applied Science Degree, candidiates must have a cumulative quality point average of 2.0 ("C") or better.

AGRICULTURE SCIENCE ASSOCIATE IN APPLIED SCIENCE

Program Justification

Rapid social and technological change has resulted in many technical changes in agriculture. This curriculum allows the student to continue farming, and at the same time, to update his knowledge of agriculture and other relevant skills. The importance of this program in a rural, primarily agricultural economy cannot be overstressed.

Admission Requirements

Students must have a high school diploma or hold a high school equivalency certificate. Applicants may be admitted who have proven experience in a given field and who are willing to work toward completing the GED at SCC. Students must have approval of the instructor and other necessary administrative supervisors.

Program Description

This curriculum is designed to develop the basic skills that are needed to conduct and manage a successful farm operation. Emphasis is placed on the student's abilities to put into practice on-the-farm skills learned in classes or laboratories.

The increasing need for sophisticated farm methods and increased capital requirements demand an efficient and economical farm operation.

Curriculum courses will be taught at specific times to permit the student to operate his farm while attending college. This is accomplished by the courses in the summer and spring quarters being taught at night, while courses in the fall and winter quarters are taught during the day.

REQUIRED CURRICULUM

1st Year

		Fall Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
AGR	114	Agriculture Electrification	3(2-3)
AGR	145	Marketing of Farm Products	3(2-3)
HOR	204	Horticulture	3(2-3)
RDG	101*	College Reading	3(3-0)
AGR	160	Agriculture Service Agencies	3(3-0)
		Social Science or Humanities Elective	3(3-0)
			19(16-9)

		Winter Quarter	Credits
PHS	102	Physical Science	4(3-2)
FOR	105	Soil Science	3(2-3)
FOR	205	General Construction	5(3-6)
AGR	163	Seed Production	2(2-0)
		Social Science or Humanities Elective	5(5-0)
			19(15-11)

(Night Schedule)

		Spring Quarter	Credits
AGR	155	Tobacco Production	3(3-0)
AGR	146	Soybean & Corn Production	3(3-0)
MAT	191*	Metric System	1(1-0)
AGR	147	Fertilizer & Lime	3(2-2)
AGR	157	Agriculture Calculations	3(3-0)
			13(12-2)

		Summer Quarter	Credits
AGR	170	Agriculture Cooperative Work Experience	4(0-40)
AGR	175	Agriculture Records	4(1-6)
AGR	176	Agriculture Business Management	4(1-6)
			12(2-52)

2nd Year

		Fall Quarter	Credits
ENG	101*	Freshman English I	3(3-0)
AGR	209	Beef & Swine Production	3(3-0)
AGR	156	Techniques of Welding I	3(2-3)
AGR	203	Agriculture Taxes	3(3-0)
AGR	200	Small Engine Mechanics	4(2-4)
FOR	101	Introduction to Forestry	3(3-0)
			19(16-7)

		Winter Quarter	Credits
ENG	161	Fundamentals of Speech Communications	3(3-0)
AGR	208	Feeds and Feeding	3(3-0)
AGR	133	Agricultural Plumbing	3(2-3)
AGR	101	Agriculture Machine Repair	3(2-3)
BUS	220	Human Relations	3(3-0)
			15(13-6)

(Night Schedule)

		Spring Quarter	Credits
AGR	204	Insurance for Agriculture	3(3-0)
HOR	230	Landscaping & ID/Ornamental Plants	3(2-3)
AGR	205	Pesticides	3(3-0)
AGR	206	Safety in Todays Agriculture	1(1-0)
AGR	207	Agriculture Law	3(3-0)

		Elective	Credits
AGR	180	Agr. Cooperative Experience	4(0-40)

See Page 17

Total Credit Hours Required: 110

*Students may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91, MAT 92.

BUSINESS ADMINISTRATION ASSOCIATE IN APPLIED SCIENCE

Program Justification

Business is becoming increasingly complex. The uncertain economy is demanding more and more that persons entering related areas be highly trained and skilled.

Entrance Requirements

The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles/Employment Possibilities

Employment possibilities exist in areas of business management, retailing, economics, and finance.

Program Description

The Business Administration Program is designed to meet the requirements of those students who plan to enter the fields of management, finance, accounting or economics.

REQUIRED CURRICULUM

		1st Quarter	Credits
BUS	101	Typewriting I	3(1-4)
BUS	105	Introduction to Business	5(5-0)
RDG	101	College Reading	3(3-0)
BUS	141	Business Mathematics I	3(3-0)
PED	101	Principles of Physical Education	2(1-2)
ORI	101	Freshman Orientation	1(1-0)
			17(14-6)

		2nd Quarter	Credits
BUS	142	Business Mathematics II	3(3-0)
BUS	124	Business Finance	3(3-0)
BUS	106	Business Law I	3(3-0)
ENG	101	Freshman English	3(3-0)
BUS	130	Introduction to Data Processing Systems	5(4-2)
			17(17-1)

		3rd Quarter	Credits
BUS	107	Business Law II	3(3-0)
ENG	102	Freshman English	3(3-0)
BUS	239	Salesmanship	3(3-0)
BUS	240	Advertising	3(3-0)
		Elective (Social or Behavioral Science)	5(5-0)
PED		Sports Activity	1(0-3)
			18(17-3)

		4th Quarter	Credits
BUS	111	Principles of Accounting I	4(3-2)
BUS	221	Economic Principles I	5(5-0)
BUS	116	Office Machines I	5(3-4)
BUS	238	Marketing	3(3-0)
			17(14-6)

		5th Quarter	Credits
BUS	231	Fundamentals of Management I	3(3-0)
BUS	219	Business Communications	3(3-0)
BUS	112	Principles of Accounting II	4(3-2)
BUS	222	Economic Principles II	5(5-0)
BUS	247	Business Insurance	3(3-0)
			18(17-2)

		6th Quarter	Credits
BUS	113	Principles of Accounting III	4(3-2)
BUS	232	Fundamentals of Management II	3(3-0)
BUS	220	Human Relations of Business	3(3-0)
BUS	233	Personnel Management	3(3-0)
BUS	229	Income Taxes	4(3-2)
			17(15-4)

		Electives	Credits
BUS	195	Cooperative Education	1(0-10)
BUS	196	Cooperative Education	2(0-20)
BUS	197	Cooperative Education	3(0-30)
BUS	198	Cooperative Education	4(0-40)

See Page 17

Total Credit Hours Required: 104

*Students may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91.

Note: Business Administration is also taught during the evening hours.

CHILD DEVELOPMENT PROGRAM ASSOCIATE IN APPLIED SCIENCE EARLY CHILDHOOD SPECIALIST

Program Justification

The importance of the early years to future health and to realization of potential has been well documented. There is a steady trend toward group care of young children as a greater number of mothers return to the work force. A "child care" or custodial philosophy has proven to be inadequate. Today's facilities must become developmental in philosophy, concerned with the optimum development of each child. The developmental approach requires that those who assume responsibility for young children must be prepared for their task. It is, therefore, desirable to take steps to provide educational preparation for the important role these students will be playing in guiding the development of large numbers of young children, and in identifying those with developmental handicaps or problems which require professional attention.

Entrance Requirements

The student must have a high school diploma or its equivalent. Students must display a willingness to work with children, display warmth, patience, and a certain amount of flexibility.

Related Job Titles/Employment Possibilities

Persons graduating from the Early Childhood Specialist Program may be employed in child development centers, nursery schools, kindergartens, private home operations and in public schools as teacher assistants.

Program Description

The specific purpose of this curriculum is to provide individuals with the knowledge, understanding, and skills needed to work effectively with preschool children in various stages of development. Students must be able to (1) meet the physical and nutritional needs of children; (2) provide activities which stimulate intellectual, emotional, and social growth of children; (3) guide children in the formation of habits and attitudes; and (4) assist children in learning to communicate effectively with others. In addition, the early childhood specialist must be able to work effectively with parents and, where necessary, provide guidance in improving the child's home experiences.

Students have the opportunity to apply their skills in supervised laboratory experiences in the Child Development Center on campus.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ENG	101*	Freshman English	3(3-0)
RDG	101*	College Reading	3(3-0)
CDE	103	Child Development: Conception to Six	3(3-0)
CDE	106	Science for the Preschooler	4(3-2)
RDG	207	Reading in the Content Area	4(3-3)
			18(16-5)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
CDE	116	Exceptional Children	3(3-0)
CDE	115	Child Development: Six to Adolescence	3(3-0)
ART	180	Art for Elementary Teachers	5(5-0)
CDE	101	Observation and Recording	3(2-3)
			17(16-3)

		3rd Quarter	Credits
CDE	111	Literature for Children	4(3-3)
EDU	101	Math for the Preschooler	3(3-0)
PSY	201	Introduction to Psychology	5(5-0)
		Elective	5(5-0)
			17(16-3)

		4th Quarter	Credits
MUS	106	Music for the Preschooler I	4(3-2)
EDU	250	Instructional Media	4(3-2)
CDE	105	Preschool Education	5(3-6)
BUS	101	Typewriting I	3(1-4)
REC	204	Environmental Education	3(2-3)
			19(12-17)

		5th Quarter	Credits
CDE	112	Child Guidance	3(3-0)
CDE	104	Foods for Children	4(3-2)
MUS	107	Music for the Preschooler II	4(3-2)
SOC	201	Sociology	5(5-0)
MAT	180*	Math for Elementary Teachers	5(5-0)
			21(19-4)

		6th Quarter	Credits
MUS	108	Music for the Preschooler III	4(3-2)
CDE	113	Marriage and Family Relations	3(3-0)
HED	206	First Aid and Safety	3(3-0)
CDE	107	Parent Education	2(2-0)
CDE	108	Preschool Practicum	5(3-6)
			17(14-8)

		7th Quarter	Credits
CDE	117	Internship in a Public School Setting	4(0-40)

Required Cooperative Education CDE 117
Optional Cooperative Education CDE 195 1(0-10)
Optional Cooperative Education CDE 196 2(0-20)
Optional Cooperative Education CDE 197 3(0-30)

See Page 17

Total Credit Hours Required: 109

*Students may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91.

TEACHER ASSOCIATE (READING TEACHING EMPHASIS) ASSOCIATE IN APPLIED SCIENCE

Program Description

At one time, the education process consisted of the students, the teacher, and the school house. Today we find that the teaching-learning process has reached its highest level of sophistication. Educational administrators have become more aware of the need for teachers to devote full classroom time to their teaching responsibilities. As a result, paraprofessionals are being employed to perform in non-teaching and routine tasks such as clerical, supervisory, tutorial, and technical. The role of the Reading Teacher Aide is to provide support for instruction in programs of reading education. Specifically, the Reading Teacher Aide should be trained to assist in teaching, evaluating, and communicating.

Entrance Requirements

The student must be a high school graduate or have passed the GED. Students are expected to display an interest in working with children. Students must have maintained an overall "B" average after one year of child development courses. They must receive no grade lower than "B" in ENG 101, ENG 102, and RDG 101.

Job Opportunities

The graduate of the Teacher Associate curriculum will be qualified to enter the field of education as a paraprofessional, performing all duties required of a teacher aide. The role of the teacher aide will vary from school to school. The aide may be assigned as a general instructional aide, clerical aide, tutorial aide, reading aide, etc., depending on the particular needs of the school.

Program Description

The Teacher Associate curriculum with reading emphasis is designed to prepare individuals as assistants to classroom teachers in social and educational fields. The curriculum is designed to provide a course of study for individuals who have the desire and capability to work with primary and elementary school children in the specialized area of reading under the supervision of the classroom teacher. Study and application will be employed in areas such as human growth and development, learning and reading techniques, psychology, human relations, sociology, school records, preparation of transparencies, stencils and bulletin boards.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ENG	101*	Freshman English	3(3-0)
RDG	101*	College Reading	3(3-0)
CDE	103	Child Development: Conception to Six	3(3-0)
CDE	106	Science for the Preschooler	4(3-2)
RDG	207	Reading in the Content Area	4(3-3)
			18(16-5)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
CDE	116	Exceptional Children	3(3-0)
CDE	115	Child Development: Six to Adolescence	3(3-0)
ART	180	Art for Elementary Teachers	5(5-0)
CDE	101	Observation and Recording	3(2-3)
			17(16-3)

		3rd Quarter	Credits
CDE	111	Literature for Children	4(3-3)
EDU	101	Math for the Preschooler	3(3-0)
PSY	201	Introduction to Psychology	5(5-0)
		Elective	5(5-0)
			17(16-3)

		4th Quarter	Credits
MUS	106	Music for the Preschooler	4(3-2)
EDU	250	Instructional Media	4(3-2)
CDE	105	Preschool Education	5(3-6)
BUS	101	Typewriting I	3(1-4)
REC	204	Environmental Education	3(2-3)
			19(12-17)

		5th Quarter	Credits
RDG	201	Methods, Materials, Techniques of Teaching Reading I	4(3-3)
RDG	202	Evaluation of Reading Programs Materials and Achievement Tests	3(3-0)
RDG	203	Language Arts for Children	3(3-0)
HED	206	First Aid and Safety	3(3-0)
RDG	204	Reading Seminar I	3(3-0)
			16(15-3)

		6th Quarter	Credits
RDG	205	Methods, Materials, Techniques of Teaching Reading II	4(3-3)
RDG	206	Reading Seminar II	3(3-0)
SOC	201	Introduction to Sociology	5(5-0)
CDE	107	Parent Education	2(2-0)
RDG	208	Reading for the Exceptional Child	3(3-0)
			17(16-3)

		7th Quarter	Credits
RDG	210	Internship in Public School Reading Program (Supervised by Reading Specialist from SCC)	4(0-40)

Required Cooperative Education RDG 210
Optional Cooperative Education CDE 195 1(0-10)
Optional Cooperative Education CDE 196 2(0-20)
Optional Cooperative Education CDE 197 3(0-30)

See Page 17

Total Credit Hours Required: 108

*Students may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91.

CRIMINAL JUSTICE
ASSOCIATE IN APPLIED SCIENCE

Program Justification

Social change is occurring very rapidly today. Perhaps more so than in any other profession, the criminal justice professional must remain updated on the ramifications of social change and the ways human behavior and human institutions are affected by the criminal justice system. To function effectively, the criminal justice professionals must be properly educated and trained. They must not only be knowledgeable concerning the legal doctrine of the system but must also be psychologically prepared to cope with the various situations that they are likely to encounter.

Entrance Requirements

The student must be a high school graduate or hold a high school equivalency certificate.

Related Employment Possibilities

Graduates of this program may find available law enforcement positions within municipal, state, and federal agencies, corrections positions within state and federal agencies, industrial and private security, and employment in some social service positions. Examples: Social Worker, Counseling, Investigations, etc.

Program Description

This program is designed to develop the proper skills necessary to function effectively in the criminal justice and related systems as well as to develop and enhance certain attitudes. Communications between individuals and groups as well as human relations are emphasized. The student has the choice of two options: law enforcement and corrections.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
RDG	101*	College Reading	3(3-0)
ENG	101*	Freshman English	3(3-0)
CJC	101	Introduction to Criminal Justice	5(5-0)
CJC	102	Criminal Law I	3(3-0)
		Lab Science Elective	4(3-2)
			19(18-2)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
CJC	103	Criminal Procedure	3(3-0)
CJC	104	Introduction to Criminology	5(5-0)
CJC	105	Criminal Evidence	3(3-0)
SOC	201	Introduction to Sociology	5(5-0)
			19(19-0)

		3rd Quarter	Credits
ENG	161	Fund. of Speech Communication	3(3-0)
		o r	
ENG	103	Freshman English	3(3-0)
CJC	107	Applied Police Psychology	3(3-0)
CJC	108	Criminal Law II	3(3-0)
POL	201	American Federal Government	5(5-0)
PSY	201	Introduction to Psychology	5(5-0)
			19(19-0)

(Law Enforcement Option)

		4th Quarter	Credits
CJC	206	Technical Report Writing	3(3-0)
CJC	200	Motor Vehicle Laws	3(3-0)
CJC	201	Organization and Administration	5(5-0)
CJC	202	Juvenile Justice	5(5-0)
CJC	203	Interviews and Interrogations	3(3-0)
			19(19-0)

		5th Quarter	Credits
HED	206	First Aid and Safety	3(3-0)
CJC	204	Police Supervision	3(3-0)
CJC	205	Identification Techniques	4(4-0)
POL	202	American State and Local Government	5(5-0)
BUS	141*	Business Math	3(3-0)
		o r	
MAT	101*	Fundamentals of Math	3(3-0)
			18(18-0)

		6th Quarter	Credits
CJC	207	Criminal Justice Photography	4(3-2)
CJC	208	Criminal Investigation	5(5-0)
CJC	209	Forensic Science	4(4-0)
CJC	106	Community Relations	3(3-0)
		Elective (free)	3(3-0)
			19(18-2)

(Correction Option)

		4th Quarter	Credits
CJC	206	Technical Report Writing	3(3-0)
CJC	202	Juvenile Justice	5(5-0)
SOC	225	Modern Social Problems	5(5-0)
PSY	203	Abnormal Psychology	5(5-0)
			18(18-0)

		5th Quarter	Credits
CJC	212	Corrections	5(5-0)
POL	202	American State & Local Government	5(5-0)
CJC	213	Confinement Facilities Adminis.	3(3-0)
CJC	214	Corrections Law	3(3-0)
BUS	141*	Business Math	3(3-0)
or			
MAT	101*	Fundamentals of Math	3(3-0)
			19(19-0)

		6th Quarter	Credits
CJC	216	Community Based Corrections	3(3-0)
CJC	217	Corrections Counseling	5(4-2)
CJC	218	Paroles, Probation and Pardons	3(3-0)
CJC	219	Rehabilitation	3(3-0)
CJC	220	Human Relations	3(3-0)
			17(16-2)

REQUIREMENTS FOR LAW ENFORCEMENT OFFICER CERTIFICATION THROUGH NC TRAINING AND STANDARDS COMMISSION

CJC	221	Firearms and Defense Tactics	3(1-4)
CJC	222	Narcotics Investigation	2(1-2)
CJC	223	Defensive Driving	1(0-2)

		Electives	Credits
CJC	232	Self-Defense: Forms & Positions	2(0-6)
CJC	233	Control Methods in Self-Defense I	2(0-6)
CJC	234	Control Methods in Self-Defense II	2(0-6)
CJC	235	Control Methods in Self-Defense III	2(0-6)
CJC	236	Firearms Safety	1(1-0)
			9(1-24)

		Electives	
CJC	195	Coop. Ed. in Criminal Justice	1(0-10)
CJC	196	Coop. Ed. in Criminal Justice	2(0-20)
CJC	197	Coop. Ed. in Criminal Justice	3(0-30)
CJC	198	Coop. Ed. in Criminal Justice	4(0-40)

See Page 17

Total Credit Hours Required:
Law Enforcement Option: 113
Correction Option: 111

*The student may be required to take prerequisite developmental courses: RDG 91, ENG 91, MAT 91.

ELECTRICAL ENGINEERING TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

Purpose of Curriculum

Electricity has influenced the design of machines and controls for industry. It has increased manufacturing capabilities and has provided for labor-saving devices in business, industry, and the home.

The explosion of technical knowledge within the last ten years has created a demand for competently trained technicians capable of applying electrical principles in today's complex industrial setting. It has also placed a demand upon educational institutions to adequately train technicians for jobs in the areas of research, design, development, production, maintenance, construction, and sales.

Entrance Requirements

The student should be a high school graduate or hold a high school equivalency certificate.

Job Description

This is not a pre-engineering curriculum. It is organized to provide a basis for entry into a variety of occupations in the electrical and electronic field. The fundamentals of electricity including wiring installations, electrical circuits, the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits are covered. Additionally, a background in motor and motor control systems, industrial and electronic control systems, business procedures, business organization and business practices, and mathematical and communications skills is presented. The program utilizes the "career-ladder" approach. The student may transfer to the one year diploma program (Electrical Installation and Maintenance) before the third quarter with full credit if he finds he is unable to complete the related requirements for his degree. The last three quarters are flexible and with permission from the occupational dean and the student's advisor, electives may be taken instead of some courses.

REQUIRED CURRICULUM

		1st Quarter	Credits
ELC	112	Direct and Alternating Current	10(5-15)
MAT	121*	Basic Algebra I	5(5-0)
RDG	101*	College Reading	3(3-0)
ORI	100	Freshman Orientation	1(1-0)
			19(14-15)

		2nd Quarter	Credits
ELC	113	AC/DC Machines-Controls	9(5-12)
ELN	101	Instruments and Measurements I	2(1-2)
MAT	122	Basic Algebra II	5(5-0)
			16(11-14)

		3rd Quarter	Credits
ELN	108	Industrial Electronics I	5(3-6)
ELN	102	Instruments and Measurements II	2(1-2)
MAT	123	Electronic Math I	5(5-0)
ENG	161	Fundamentals of Speech Communications	3(3-0)
BPR	110	Blueprint Reading and Sketching I	2(1-3)
			17(13-11)

		4th Quarter	Credits
ELN	109	Industrial Electronics II	5(3-6)
BPR	113	Blueprint Reading and Sketching II	2(1-3)
BUS	235	Small Business Management	3(3-0)
ENG	101*	Freshman English	3(3-0)
			13(10-9)

		5th Quarter	Credits
ELC	215	Electrical Machines	4(2-6)
ELN	205	Control Devices	7(5-4)
MAT	221	Electronic Math II	5(5-0)
		Elective Social Science, Humanities, or Lab Science	3 or 5
			19(15-10) or 21(17-10)

		6th Quarter	Credits
ELC	225	Electrical Controls & Circuits	6(3-9)
ELN	220	Electronic Systems	7(5-4)
ENG	102	Freshman English	3(3-0)
		Elective-one Social Science, Humanities or Lab Science	3 or 5
			19(14-13) or 21(16-13)

		7th Quarter	Credits
ELC	235	Planning Electrical Installations	5(3-6)
ENG	104	Technical Report Writing	3(3-0)
		Elective Social Science, Humanities or Lab Science	3 or 5
			11(9-6) or 13(11-6)

Optional Cooperative Education

ELC	195	1(0-10)
ELC	196	2(0-20)
ELC	197	3(0-30)
ELC	198	4(0-40)

See Page 17

Total Credit Hours Required: 115 or 121

*The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

FOREST MANAGEMENT TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

Program Justification

Forestry is a broad scientific field in which there have been many technological advances in recent years. This has created a need for a new type of resource person who possesses the necessary understanding of forest management principles and theory. Perhaps more importantly, this person must also have the practical ability to apply principles and theories economically in a forest setting. As land management continues to become more intensive, the need for forest technicians continues to grow. Graduates of this program will be trained to assist professional foresters in meeting this need.

Entrance Requirements

The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles/Employment Possibilities

Job opportunities may be found in federal, state, and private agencies, such as the U.S. Forest Service, various state forestry agencies, and large private industries. Opportunities also exist with forestry consulting firms.

Program Description

This program is designed to train the student to work with professional foresters and others in properly managing forest land areas for the many renewable resources such as timber, wildlife, pure air and water, and recreation.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
ENG	101*	Freshman English	3(3-0)
RDG	101*	College Reading	3(3-0)
REC	103	Woodsmanship and Camping	3(2-3)
FOR	101	Introduction to Forestry	3(3-0)
REC	101	Introduction to Outdoor Recreation	3(3-0)
			16(15-3)

		2nd Quarter	Credits
FOR	105	Soil Science	3(2-3)
FOR	102	Forest Botany & Ecology	6(5-2)
BUS	220	Human Relations	3(3-0)
DFT	101	Technical Drafting I	2(1-2)
ENG	102	Freshman English	3(3-0)
BUS	106	Business Law I	3(3-0)
			20(17-7)

		3rd Quarter	Credits
FOR	107	Plant Identification	4(2-4)
ENG	161	Fundamentals of Speech Communications	3(3-0)
FOR	205	General Construction	5(3-6)
MAT	115*	Mathematics for Foresters	3(3-0)
FOR	121	Forest Tree Measurements	3(2-3)
			18(13-13)

		4th Quarter	Credits
FOR	227	Forest Aerial Photography	4(2-4)
FOR	222	Forest Mensuration	3(2-3)
FOR	225	Forest Entomology and Pathology	3(2-3)
FOR	226	Forest Equipment	4(3-3)
BUS	233	Personnel Management	3(3-0)
REC		Recreation Elective	3(3-0)
			20(15-13)

		5th Quarter	Credits
ENG	104	Technical Report Writing	3(3-0)
FOR	221	Applied Silviculture	3(2-3)
WLF	206	Wildlife Science	4(3-3)
AGR	201	Agriculture Economics	3(3-0)
		Social Science Elective	5(5-0)
			18(16-6)

		6th Quarter	Credits
CIV	101	Surveying	5(3-6)
FOR	228	Logging and Marketing	4(2-4)
FOR	229	Forest Fire Control	3(2-3)
		Elective (Free)	3(3-0)
			15(10-13)

		7th Quarter	Credits
FOR	170	Supervised Work Experience (To be taken during the student's 2nd Fall or Spring Quarter, or by permission of instructor)	4(0-40)

		8th Quarter	Credits
FOR	180	Supervised Work Experience (Optional: To be taken after the student has completed all required courses or by permission of instructor)	4(0-40)

Note:

Required Cooperative Education

FOR	170	4(0-40)

Optional Cooperative Education

FOR	180	4(0-40)

See Page 17

Total Credit Hours Required: 111

*The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

GENERAL OFFICE TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

Program Justification

The field of business is becoming increasingly complex. More and more skilled and trained persons are required in the business field.

Entrance Requirements

The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles/Employment Possibilities

Clerk typists, receptionists, filing clerks, records operators, duplicating machine operators, reproduction typists, transcribing machine operators, and various civil service positions.

Program Description

The General Office Technology Program is designed especially for those students who have no aptitude nor taste for shorthand but who desire to work in offices.

REQUIRED CURRICULUM

		1st Quarter	Credits
BUS	101	Typewriting I	3(1-4)
BUS	105	Introduction to Business	5(5-0)
BUS	141*	Business Math I	3(3-0)
RDG	101*	College Reading	3(3-0)
ORI	100	Freshman Orientation	1(1-0)
PED	101	Principles of Physical Education	2(1-2)
			17(14-6)

		2nd Quarter	Credits
BUS	102	Typewriting II	3(1-4)
BUS	106	Business Law I	3(3-0)
BUS	142	Business Math II	3(3-0)
ENG	101*	Freshman English	3(3-0)
ENG	161	Fundamentals of Speech Communication	3(3-0)
PED		Sports Activity	1(0-3)
			16(13-7)

		3rd Quarter	Credits
BUS	103	Typewriting III	3(1-4)
ENG	102	Freshman English	3(3-0)
BUS	116	Office Machines I	5(3-4)
BUS	130	Introduction to Data Processing Systems	5(4-2)
			16(11-10)

		4th Quarter	Credits
BUS	104	Typewriting IV	3(1-4)
BUS	114	Secretarial Accounting I	4(3-2)
BUS	255	Keypunch	3(1-4)
BUS	146	Business English	3(3-0)
		Elective: Behavorial or Social Science	5(5-0)
			18(13-10)

		5th Quarter	Credits
BUS	115	Secretarial Accounting II	4(3-2)
BUS	219	Business Communication	3(3-0)
BUS	118	Machine Transcription I	3(1-4)
BUS	260	Business Filing	3(3-0)
BUS	170	Personal Economics	3(3-0)
			16(13-6)

		6th Quarter	Credits
BUS	213	Office Procedures	3(1-4)
BUS	229	Income Taxes	4(3-2)
BUS	119	Machine Transcription II	3(1-4)
BUS	220	Human Relations in Business	3(3-0)
BUS		Business Elective	3(3-0)
			16(11-10)

Note:
Optional Cooperative Education in Business Related Areas.

BUS	195	1(0-10)
BUS	196	2(0-20)
BUS	197	3(0-30)
BUS	198	4(0-40)

See Page 17

Total Credit Hours Required: 99

*The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

INSTRUMENTATION TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

Program Justification

The demand for trained instrumentation technicians is growing rapidly to meet the increasing need of industries as they expand production capabilities and invest in new technologies. Local training programs are needed to supply these instrumentation technicians and to offer in-service training for industrial personnel as plant instrumentation systems are upgraded.

Entrance Requirements

The student should be a high school graduate or hold a high school equivalency certificate.

Related Job Titles/Employment Possibilities

Upon successful completion of the program, the student should be employable as an instrumentation technician, electronic mechanic, instrument mechanic, or industrial mechanic-electromechanical. Job opportunities exist with power companies, construction firms and a wide variety of manufacturing industries.

Program Description

The Instrumentation Technology curriculum provides a program of study to develop the student's knowledge of measuring and control devices found in electrical, hydraulic and pneumatic systems. Development of the technical skills involved in the application of instrument measurement and control to processes, systems, and operations of modern industry is emphasized in the curriculum. The instrumentation technician is involved in both production and process control and must deal with variables that affect manufacturing processes, such as temperature, pressure, flow level, humidity, density, viscosity, etc. Persons trained in instrumentation are key personnel in keeping a manufacturing firm operating through their knowledge of electronics, mechanics and manufacturing processes.

		First Quarter	Credits
ELC	101	Fundamentals of Electricity I	6(4-4)
MAT	121*	Basic Algebra I	5(5-0)
MEC	105	Hydraulic Systems	5(3-6)
ORI	100	Freshman Orientation	1(1-0)
PHY	105	Physics for Instrumentation I	4(3-2)
			21(16-12)

		Second Quarter	Credits
DFT	103	Technical Drawing	2(1-3)
ELC	102	Fundamentals of Electricity II	6(4-4)
MAT	122	Basic Algebra II	5(5-0)
PHY	106	Physics for Instrumentation II	4(3-2)
RDG	101*	College Reading	3(3-0)
			20(16-9)

		Third Quarter	Credits
ENG	161	Fundamentals of Speech Communications	3(3-0)
INS	101	Measuring Principles I (Mechanical)	4(3-2)
DFT	104	Technical Reporting	2(1-3)
MAT	124	Instrumentation Math I	5(5-0)
PHY	107	Physics for Instrumentation III	4(3-2)
			18(15-7)

		Fourth Quarter (Summer)	Credits
ENG	101*	Freshman English 1st summer session	3(3-0)
ENG	102	Freshman English 2nd summer session	3(3-0)
SOC	201	Introduction to Sociology	5(5-0)
		Elective	5(5-0)
			16(16-0)

		Fifth Quarter	Credits
BUS	235	Small Business Management	3(3-0)
ELN	205	Control Devices	7(5-4)
INS	102	Measuring Principles II (Electrical)	4(3-2)
MAT	222	Instrumentation Math II	5(5-0)
			19(16-6)

		Sixth Quarter	Credits
ELN	214	Wave Shaping and Pulse Circuits I	3(2-3)
ELN	206	Instrumentation Electronics	5(3-6)
INS	201	Calibration & Standardization	2(1-3)
INS	202	Control Principles & Telemetry	4(3-3)
MAT	170	Introduction to BASIC Programming	2(1-2)
			16(10-7)

		Seventh Quarter	Credits
ELN	207	Control Systems Analysis	5(3-6)
ELN	215	Wave Shaping & Pulse Circuits II	3(2-3)
INS	203	Instrumentation Project	3(1-6)
PSY	204	Industrial and Organization Psychology	5(5-0)
			16(11-15)

Total Credit Hours Required: 126

*The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

NURSING
ASSOCIATE IN APPLIED SCIENCE

Program Justification

The health-care field has expanded greatly in the last few years. The nursing profession is an integral part of the health-care field and is demanding highly trained professionals with theoretical knowledge as well as practical experience.

Entrance Requirements

(Associate Degree Nursing Program)

The Associate Degree Nursing Program can accommodate an enrollment of 45 students. It is designed to be completed in seven quarters. Applicants must have completed high school requirements prior to registration day. Required high school subjects include: (1) biology, (2) chemistry, and (3) algebra. Applicants not meeting these requirements may take these courses at SCC prior to admission to the nursing program. Preference is given to applicants maintaining a class standing in the top half of their high school graduating class. The prospective student will be required to take the Comparative Guidance and Placement test as part of the admissions process. The required admission scores for the CGP are as follows:

Reading-National percentile of 34 or above
Year 2000-National percentile of 29 or above
Math-National percentile of 26 or above
English-National percentile of 30 or above
Letter groups National percentile of 28 or above
(Applicants must achieve the required reading scores)

Applicants who fail to achieve minimum scores on no more than three parts of the test may be considered for admission provided these scores are not below the 25th percentile and after persons meeting the minimum score on all tests have been considered. Applicants who do not achieve the minimum scores and desire to retake the CGP test must contact the director of counseling services for information concerning the policy for re-taking the nursing admissions test.

Application materials for the Associate Degree Nursing Program should be completed and mailed to the Admissions Office. A completed application folder must include the following: (1) high school transcript, (2) college transcript(s) if applicant attended another college(s), (3) medical record, (4) dental record, (5) Comparative Guidance and Placement test scores, and (6) suitability statement from student's advisor if applicant is a student at SCC.

The applicant will assume the responsibility for assuring that these forms are in the folder. Medical and dental records must be mailed directly to the Admissions Office by the doctor.

Applicants will be interviewed and counseled regarding the results of the Comparative Guidance and Placement Test. Those who fail to meet the established high school and/or CGP admission criteria will not receive further consideration for admission into the Associate Degree Nursing Program. However, those applicants meeting the requirements for the Practical Nursing Program may be considered for the PN Program, if they so desire. Other applicants not meeting the established requirements will be counseled regarding other programs offered at SCC.

Applicants meeting the nursing admission requirements will be interviewed by the Nursing Admissions Committee. The acceptance or rejection of the applicant will be determined by the Nursing Admissions Committee.

The applicant will be required to provide evidence to the Nursing Department that he/she meets the conditions of physical and emotional health and physical capability on a level which would indicate the applicant's ability to provide safe nursing care to the public. This includes vision, hearing, and physical capability on a level acceptable with safe nursing care.

Students who are not willing to attend clinical labs and adhere to hospital regulations as prescribed by the nursing curriculum, including time and place, will not be accepted into the program.

The Nursing Department operates within contracts that the College has with area hospitals for clinical experiences and will not accept a student who does not comply with area hospital standards.

Those students who have demonstrated a potential for nursing in a previous admission may be given priority on readmission over a new applicant.

The Nursing Department reserves the right to dismiss from the program a student who presents problems in physical or emotional health providing these problems do not respond to appropriate treatment and/or counseling within a reasonable period of time. Further, a student may be dismissed if he/she demonstrates behavior which conflicts with safety essential to nursing practice.

Associate Degree Nursing students must successfully complete all nursing courses each quarter before registering for the next quarter. The grading scale for the Associate Degree Nursing Program is:

A - 93-100
B - 85-92
C - 84-77
F - 76.99 or Below

Clinical labs are evaluated as satisfactory or unsatisfactory. Students must pass in the clinical area in order to register for the following quarter regardless of theory grade.

Attendance is essential. Students will be allowed a maximum of three classroom and two clinical absences per quarter. Clinical days missed will have to be made up. Any further absences may constitute dismissal from the program. The student must assume full responsibility for assignments and materials covered in his/her absence. Tests will be rescheduled at the convenience of the instructor. If for any reason a student is unable to attend a clinical lab, the nursing instructor must be notified before the lab begins; failure to do so will constitute an unsatisfactory lab. Three tardy days will constitute one absence.

Uniforms of blue and white pinfeather material will be worn on all clinical assignments. The uniform should strike the top of the knee. White shoes with soft soles, white hose, school-approved cap, and name pin are also required. The student will be expected to have a watch with a second hand and plain washable band; bandage scissors; and pen with black ink when working in the clinical area. Hair must be neat. It should be styled off the collar and close to the head. If worn, earrings must be discreet. Cosmetics should be worn very sparsely, if at all.

Students are required to purchase liability malpractice insurance. The forms will be furnished on acceptance into the program. The policy number must be on file in the director's office prior to clinical assignment.

A bus is available for transportation of the students to and from Southeastern General Hospital on clinical lab days. Students may drive their own cars if they prefer. Students assigned to Columbus County Hospital will be responsible for their own transportation.

Students desiring to transfer into the Associate Degree Nursing Program at SCC must be in good standing at the time he/she left or is leaving the former institution. This must be verified in writing by the nursing department of that institution. All transfer nursing courses will be evaluated by the director of nursing. The courses must have been completed within two years prior to entering SCC, have a grade of "B" or above, and be comparable to courses offered at SCC in theory and clinic experience. College transfer courses will be evaluated by the registrar.

POLICY FOR LPN ARTICULATING INTO THE ADN PROGRAM

Career mobility has been an area of increasing concern in the nursing profession. This plan offers the Licensed Practical Nurse (LPN) the opportunity to complete the Associate Degree Nursing (ADN) program in one calendar year (exclusive of non-nursing courses).

Entrance Requirements:

The student must:
(1) hold current LPN license
(2) meet established ADN admission requirements
(3) successfully complete the following required nursing courses:

a. BIO 204, 205, 206	Anatomy & Physiology
b. ENG 101, 102, 103	Freshman English
c. RDG 101	College Reading
d. MAT 161	Math for Nurses
e. PSY 201	Intro to Psychology
f. CHM 151	Chemistry for Allied Health
g. ORI 100	Freshman Orientation

(4) be accepted by the Nursing Admission Committee. Applicants meeting the nursing admission requirements will be interviewed by the Nursing Admissions Committee. The acceptance or rejection of the applicant will be determined by the Nursing Admissions Committee.

On acceptance by the Nursing Admissions Committee, the student will be permitted to enroll in NUR 120, Introduction to Associate Degree Nursing. On successful completion of NUR 120, the student will be eligible to register for subsequent nursing courses leading to the completion of the ADN curriculum

Related Job Titles/Employment Possibilities

Registered Nurses. Graduates of this program are prepared to give patient-centered nursing care in beginning general duty nurse positions.

Program Description

The Associate Degree in Nursing can be completed in two or three years at Southeastern. The average student might find it to his/her advantage to take related subjects in the first year and, having completed these courses with a "C" or better, to apply for the Nursing Program for the second and third year. Students in the program are provided practical nursing experience by Southeastern General Hospital in Lumberton as well as other community health facilities.

NOTE: Nursing students must successfully pass all nursing courses each quarter before registering for the next quarter.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
RDG	101*	College Reading	3(3-0)
ENG	101*	Freshman English	3(3-0)
NUR	111	Nursing Fundamentals	6(3-3-6)
BIO	204	Anatomy and Physiology I	5(4-2)
CHM	151	Chemistry for Allied Health	3(2-2)
MAT	161*	Math for Nurses	1(0-2)
			22(16-3-12)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
PSY	201	Introduction to Psychology	5(5-0)
NUR	112	Nursing Fundamentals II (6 weeks)	5(5-12)
NUR	113	Nursing Fundamentals III (5 weeks)	4(5-12)
BIO	205	Anatomy and Physiology II	5(4-2)
			22(17-14)

		3rd Quarter	Credits
ENG	103	Freshman English or	3(3-0)
ENG	161	Fundamentals of Speech Communications	
BIO	206	Anatomy and Physiology III	5(4-2)
NUR	114	Medical-Surgical Nursing I	9(5-12)
NUR	115	Human Growth and Development	2(2-0)
			19(14-14)

		4th Quarter	Credits
PSY	203	Abnormal Psychology	5(5-0)
NUR	117	Psychiatric & Mental Health Nursing	5(3-6)
BIO	207	Microbiology	3(2-2)
			13(10-8)

		5th Quarter	Credits
SOC	201	Introduction to Sociology	5(5-0)
NUR	201	Maternity Nursing	9(5-12)
NUR	220	Pediatrics	3(3-0)
			17(13-12)

		6th Quarter	Credits
NUR	202	Medical-Surgical Nursing II	9(5-12)
NUR	221	Concepts of Nursing Practices	3(3-0)
		Elective	3(3-0) or 5(5-0)
			15(11-12)
			or
			17(13-12)

		7th Quarter	
NUR	203	Medical-Surgical Nursing III	9(5-12)
NUR	222	Nursing Seminar	3(3-0)
			12(8-12)

Total Credit Hours Required: 120 or 122

*The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91.

OUTDOOR RECREATION RESOURCES ASSOCIATE IN APPLIED SCIENCE

Program Justification

Since the close of WWII there has been a constant increase in recreational activities in the U.S. Although many forms of recreational programs have been available, outdoor recreation continues to grow in popularity at an ever increasing rate. Many factors contribute to this. Perhaps the desire to get away from city life and crowded conditions, as well as the awakening of the pioneer instinct, has caused increasing numbers of Americans to turn to the outdoors for recreation.

Entrance Requirements

Students must have a high school diploma or a GED certificate. A student who has proven experience in this field and who is willing to work toward completing the GED tests at SCC may be admitted with the approval of the instructor and the administration.

Related Job Titles/Employment Possibilities

Graduates should be prepared to seek employment with the U.S. Forest Service, the U.S. Park Service, and with state and local park systems as well as private organizations who have forest landholdings or complex camping sites.

Program Description

The outdoor recreation curriculum is designed to prepare students to enter into this rapidly expanding field under the guidance of professionals. These technicians will be preparing to serve as maintenance technicians and maintenance crew supervisors. They will also be trained to lead groups in various recreational activities such as hiking, canoeing, and camping. The program also emphasizes the forest as an ecological system and the role of man in this ecological system.

REQUIRED CURRICULUM

		1st Quarter	Credits
ORI	100	Freshman Orientation	1(1-0)
RDG	101*	College Reading	3(3-0)
ENG	101*	Freshman English	3(3-0)
REC	103	Woodsmanship & Camping	3(2-3)
REC	102	Intro. to Leisure Services	5(5-0)
			15(14-3)

		2nd Quarter	Credits
ENG	102	Freshman English	3(3-0)
DFT	101	Technical Drafting I	2(1-2)
FOR	105	Soil Science	3(2-3)
REC	206	Recreation Programming	4(3-2)
BUS	220	Human Behavior	3(3-0)
FOR	102	Forest Botany & Ecology	6(5-2)
			21(17-9)

		3rd Quarter	Credits
ENG	161	Fund. of Speech Communications	3(3-0)
FOR	205	General Construction	5(3-6)
FOR	107	Plant Identification	4(2-4)
BUS	141	Business Math I	3(3-0)
		or	
MAT	115*	Math For Foresters	
		Elective (Approved by advisor)	3(3-0)
			18(14-10)

		4th Quarter	Credits
REC	110	Interpreting Our National Heritage	3(2-3)
ANT	120	Anthropology	5(5-0)
REC	201	Park Maintenance & Operations I	3(3-0)
HOR	204	Horticulture	3(2-3)
REC	205	Recreation Practicum	1(0-10)
		Elective (Approved by advisor)	3(3-0)
			18(15-16)

		5th Quarter	Credits
ENG	104	Technical Report Writing	3(3-0)
REC	202	Park Maintenance & Operations II	5(5-0)
WLF	206	Wildlife Science	4(3-3)
REC	207	Aquatic Management	3(3-0)
		Elective (Approved by advisor)	3(3-0)
			18(17-3)

		6th Quarter	Credits
REC	203	Park Maintenance & Operations III	3(3-0)
REC	209	Facility & Site Planning	5(3-6)
REC	208	Recreation Practicum	1(0-10)
REC	200	Recreation for Special Populations	4(3-2)
		Elective (Approved by advisor)	3(3-0)
			16(12-18)

		1st Summer Quarter	Credits
REC	170	Field Training in Outdoor Recreation	4(0-40)

		2nd Summer Quarter	Credits
REC	180	Field Training in Outdoor Recreation (Optional)	4(0-40)

Total Quarter Hours Credit: 110

SECRETARIAL TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

Program Justification

Business is becoming increasingly complex. The uncertain economy is demanding more and more that persons entering business related areas be highly trained and skilled.

Entrance Requirements

The student must be a high school graduate or hold a high school equivalency certificate.

Related Job Titles/Employment Possibilities

Secretary, executive secretary, stenographer, administrative assistant, or director of secretarial pool.

Program Description

The Secretarial Technology Program is designed to provide students with secretarial, administrative, and management skills.

REQUIRED CURRICULUM

		1st Quarter	Credits
RDG	101*	College Reading	3(3-0)
BUS	101	Typewriting I	3(1-4)
BUS	105	Introduction to Business	5(5-0)
BUS	108	Beginning Shorthand	4(3-2)
PED	101	Principles of Physical Education	2(1-2)
ORI	100	Freshman Orientation	1(1-0)
			18(14-8)

		2nd Quarter	Credits
BUS	102	Typewriting II	3(1-4)
BUS	106	Business Law I	3(3-0)
BUS	109	Intermediate Shorthand	4(3-2)
BUS	141	Business Math I	3(3-0)
ENG	101*	Freshman English	3(3-0)
PED		Sports Activity	1(0-3)
			17(13-9)

		3rd Quarter	Credits
ENG	102	Freshman English	3(3-0)
BUS	103	Typewriting III	3(1-4)
BUS	110	Advanced Shorthand	4(3-2)
BUS	142	Business Math II	3(3-0)
BUS	220	Human Relations in Business	3(3-0)
			16(13-6)

		4th Quarter	Credits
BUS	104	Typewriting IV	3(1-4)
BUS	114	Secretarial Accounting I	4(3-2)
BUS	116	Office Machines I	5(3-4)
BUS	206	Dictation and Transcription I	4(3-2)
BUS	146	Business English	3(3-0)
			19(13-12)

		5th Quarter	Credits
BUS	115	Secretarial Accounting II	4(3-2)
BUS	207	Dictation & Transcription II	4(3-2)
BUS	219	Business Communications	3(3-0)
BUS	170	Personal Economics	3(3-0)
BUS	260	Business Filing	3(3-0)
			17(15-4)

		6th Quarter	Credits
BUS	213	Office Procedures	3(1-4)
BUS	208	Dictation & Transcription III	4(3-2)
BUS	119	Machine Transcription II	3(1-4)
		Elective: Social or Behavorial Science	5(5-0)
			15(10-10)

Note:
Optional Cooperative Education in Business related areas:

BUS	195	1(0-10)
BUS	196	2(0-20)
BUS	197	3(0-30)
BUS	198	4(0-40)

See Page 17

Total Credit Hours Required: 102
*The student may be required to take prerequisite developmental courses: RDG 91, MAT 91, ENG 91.

ASSOCIATE DEGREE PROGRAM FOR VOCATIONAL INSTRUCTOR ASSOCIATE IN APPLIED SCIENCE

Program Justification

This program provides additional training for persons who already have developed a skill, trade, or technical speciality and desire to teach their speciality or to pursue a degree.

Related Job Titles/Employment Possibilities

Successful graduates of the program may find employment in public high schools, in the community colleges, and technical institutes' occupational programs.

Program Description

This program is unique in its design in that it allows credit for previous training, experience, and formal study. Credit will be awarded as follows:

1. (a) Twenty-four credit hours for full-time trade school, 12 months (1440 hours) in one special skilled area certified by diploma or letter by trade school officials; maximum 24 credit hours.
   and/or
   (b) One credit hour per 60 hours of full-time trade instruction for programs of less than one year duration. Certified by diploma or letter by trade school officials; maximum eight credit hours.
2. One credit hour per 40 hours of special short course instruction in a company sponsored school. Certified by diploma, certificate or letter by company school. Maximum five credit hours.
3. Five credit hours for each full year of employment in a teaching situation. Teaching must be the primary responsibility of employment. Maximum ten credit hours.
4. Two credit hours for each full year of employment in the specialty occupation qualified to teach. Maximum ten credit hours.

The maximum number of hours awarded for specialty skills toward an Associate in Applied Science Degree is 36 credit hours.

A minimum of 60 credit hours must be earned through course work at Southeastern Community College or another recognized college program. In order to earn an Associate in Applied Science Degree at Southeastern. the general education requirements must be met.

A program of study should be prepared for each individual vocational instructor or potential instructor who makes application for the program. As an example, individual differences may dictate the nature of the science courses or math courses needed by that instructor. The Dean of Occupational Education will serve as advisor to students enrolled in the Vocational Instructor Program.

SPECIFIC COLLEGE REQUIREMENTS

			Credits
RDG	101*	College Reading	3(3-0)
and			
ORI	100	Freshman Orientation	1(1-0)

General Education Requirements for the Associate in Applied Science Degree for Vocational Instructors

A minimum of 60 credit hours must be earned through course work at Southeastern Community College or another recognized college program. In order to earn an Associate in Applied Science Degree at Southeastern, the general education requirements must be met.

ENGLISH — Credits 9

(Requirements may be met by completing one of the following courses or two courses from ENG 201, 202, 203).

ENG	101*	Freshman English
ENG	102*	Freshman English
ENG	161	Fund. of Speech Communication

HUMANITIES — Credits 5

ART	110	Fund. of Design
ART	201	Survey of Art History I-Ancient Art
ART	202	Survey of Art History II-Gothic and Renaissance Art
ART	203	Survey of Art History III-Modern Art
ART	210	Painting Processes
HUM	201	Unified Humanities
HUM	202	Unified Humanities
MUS	105	Music Appreciation
PHI	201	Introduction to Philosophy

MATHEMATICS — Credits 9-10

(Requirement may be met by completing one of the sequences listed below)

MAT	101*	Foundations of Math
MAT	102	
MAT	103	
or		
MAT	112*	College Algebra and Trigonometry
MAT	113	

SCIENCE — Credits 12

(Requirement may be met by completing one of the sequences below

PHY	201	General Physics
PHY	202	
PHY	203	
or		
CHM	101	General Chemistry
CHM	102	
CHM	103	
or		
PHS	101	Physical Science
PHS	102	
PHS	103	

SOCIAL SCIENCE — Credits 5

(Requirement may be met by completing one of the following courses)

SOC	201	Introduction to Sociology
SOC	202	Marriage and the Family
POL	201	American Federal Government
POL	202	American State and Local Government

VOCATIONAL EDUCATION — Credits 15

EDU	230	Introduction to Industrial Education
EDU	240	Methods of Teaching; Industrial Subjects
EDU	250	Instructional Media

The following is a list of courses approved as elective courses to complete the Associate of Applied Science Degree for Vocational Instructors who are granted less than 36 quarter hours of credit from previous experience:

BUS	101	Typewriting
BUS	102	Typewriting
EDU	201	Introduction to Education
EDU	202	Social Foundations of Education
EDU	260	History and Philosophy of Industrial and Technical Education
ENG	103	Freshman English
ENG	201	English Literature
ENG	205	American Literature
PHI	201	Introduction to Philosophy
PSY	201	Introduction to Psychology
PSY	205	Educational Psychology
HED	201	Personal and Community Health

Total Credit Hours Required: 96

*The student may be required to take prerequisite developmental courses: ENG 91, MAT 91, MAT 92, MAT 110, RDG 91

TRANSPORTATION MAINTENANCE TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE

Program Justification

The technology of automotive vehicles changes each year. There is a need for trained transportation maintenance technicians who have a broad understanding of the principles of automotive technology, as well as specialized expertise so they can readily adapt to technological changes and new techniques required in servicing and repair.

Entrance Requirements

Students must have a high school diploma or GED certificate.

Related Job Titles/Employment Possibilities

The transportation maintenance technician has a knowledge of laboratory proedures in automotive and associates areas. He/she is capable of operating laboratory equipment and instruments to perform a variety of tests on materials and equipment. Included also may be performance testing of new materials and equipment. The diagnostician, with the use of instruments, can locate automotive or electrical defects and arrange for repair. He/she often records data that are required, writes reports, and makes recommendations.

Program Description

The program is designed to train the student in the specific skills required to inspect, diagnose, repair, and adjust automotive vehicles. Key principles involved in the operation of modern automobile are explored in a classroom setting, in discussion groups, and, of course, in shop. The program is designed according to the "career ladder" approach: the student who completes the eight-quarter program will receive an Associate in Applied Science Degree, providing a "C" average has been maintained.

REQUIRED CURRICULUM

		1st Quarter	Credits
PME	102	Automotive Ignition Systems	5(2-6)
PME	112	Automotive Fuel Systems	5(2-6)
PME	113	Automotive Wiring Diagrams	2(1-2)
RDG	101*	College Reading	3(3-0)
BUS	141*	Business Math I	3(3-0)
ORI	100	Freshman Orientation	1(1-0)
			19(12-14)

		2nd Quarter	Credits
PME	101	Internal Combustion Engines	5(2-6)
PME	111	Engine Rebuilding	4(1-6)
ENG	101*	Freshman English	3(3-0)
BUS	142	Business Math II	3(3-0)
BUS	220	Human Relations	3(3-0)
			18(12-12)

		3rd Quarter	Credits
PME	123	Automotive Chassis & Suspension Systems	4(2-4)
PME	121	Automotive Brake Systems	3(1-4)
PME	103	Automotive Electrical Systems	4(2-4)
AHR	101	Automotive Heating & Air Conditioning	4(2-4)
ENG	102	Freshman English	3(3-0)
			18(10-16)

		4th Quarter	Credits
PME	124	Automotive Transmission & Power Trains	7(3-8)
AHR	111	Advanced Auto Heating & Air Conditioning	4(2-4)
ENG	104	Technical Report Writing	3(3-0)
			14(8-12)

		5th Quarter	Credits
PME	250	Advanced Automotive Fuel Systems	5(1-8)
PME	201	Motor Vehicle Laws & Regulations	3(3-0)
PHS	101	Physical Science I	4(1-6)
PME	203	Advanced Automotive Ignition System	2(1-3)
			14(6-17)

		6th Quarter	Credits
PME	223	Automotive Front Suspension, Alignment & Power Steering	4(1-6)
PME	224	Advanced Automatic Transmissions	5(2-6)
		Electives	3(3-0) or 5(5-0)
		Social Science or Humanities	12(6-12) to 14(8-12)

		7th Quarter	Credits
PME	202	Emission Control Systems	4(2-4)
PME	240	Automotive Diagnosing and Testing I	6(2-8)
		Electives	2(2-0) to 6(6-0) 12(6-12) to 16(10-12)

		8th Quarter	Credits
PME	241	Automotive Diagnosing and Testing II	6(2-8)
		Electives	6(6-0) to 10(10-0) 12(8-8) to 16(12-8)

Elective: See Below

PME	204	VW Engines	3(0-6)
PME	205	Disc Brakes	3(0-6)
PME	206	Alternator & Starter Rebuilding	2(1-3)
PME	208	Wankel Engine	4(1-6)
PME	209	Foreign Car Engine	3(0-6)
PME	210	Instruments, Gauges & Electrical Accessories	3(0-6)
PME	215	The Diesel Engine	5(2-6)
PME	105	Small Engine Repair	4(2-6)

Note:
Optional Cooperative Education

PME	195		1(0-10)
PME	196		2(0-20)
PME	197		3(0-30)
PME	198		4(0-40)

See Page 17

Total Credit Hours Required: 119

*The student may be required to take the prerequisite developmental courses: ENG 91, RDG 91, MAT 91



VETERAN FARM AGRICULTURE PROGRAM ASSOCIATE IN APPLIED SCIENCE

Program Description

This program is designed for veterans who farm or are engaged in agriculture employment. Only those veteran students who are engaged in suitable agriculture employment will qualify for VA benefits. If a student fails to continue to meet the agricultural employment requirement, his eligibility will be terminated. The program utilizes a "career ladder" approach. This means that the student may pursue either a Diploma, or with the addition of several courses to the Diploma curriculum, he may obtain an Associate in Applied Science degree.

Entrance Requirements

The Veteran Farm Agriculture Program is open to anyone desiring to further his education in the area of agriculture. Those persons desiring VA benefits must receive their principal source of income from farming. This criteria will be evaluated by an on-site visit to determine VA eligibility.

Program Justification

Rapid social and technological change has had many repercussions on agriculture. This program allows the veteran farmer to continue farming and at the same time update his knowledge of agriculture and relevant skills. The importance of this program in a rural, primarily agricultural economy cannot be overstressed.

REQUIRED CURRICULUM

VETERAN FARM CURRICULUM OUTLINE - 1981

		1st Quarter	Credits
AGR	100	Farm Pond Development	1(1-0)
AGR	101	Farm Tractors I	3(2-3)
AGR	102	Farm Business Management	2(2-0)
AGR	104	Beef & Swine Production	2(2-0)
			8(7-3)

		2nd Quarter	Credits
AGR	123	Horticulture	3(2-3)

		3rd Quarter	Credits
AGR	107	Farm Accounting & Records	2(2-0)
AGR	109	Soil Science & Forage Crops	2(2-0)
AGR	156	Techniques of Welding I	3(2-3)
MAT	191	Metric System	1(1-0)
			8(7-3)

		4th Quarter	Credits
AGR	124	Plant Prop. & Identification	1(1-0)
AGR	134	Tobacco Productions	2(2-0)
AGR	125	Cabinet Making & Repair	3(2-3)
AGR	131	Soybean Production	2(2-0)
			8(7-3)

		5th Quarter	Credits
AGR	114	Farm Electrification	3(2-3)
AGR	111	Feeds and Feeding	2(2-0)
AGR	113	Wildlife Management	2(2-0)
AGR	115	Farm Service Agency	1(1-0)
			8(7-3)

		6th Quarter	Credits
AGR	136	Agricultural Math	1(1-0)
AGR	130	Pesticides	2(2-0)
AGR	132	Livestock Diseases & Parasites	2(2-0)
			5(5-0)

		7th Quarter	Credits
AGR	128	Farm & Home Construction I	3(2-3)
AGR	121	Weed Identification & Control	2(2-0)
AGR	135	Agriculture Law	2(2-0)
AGR	140	Vegetable Production	1(1-0)
			8(7-3)

		8th Quarter	Credits
AGR	138	Farm Records & Taxes	2(2-0)
AGR	139	Fertilizers & Lime	2(2-0)
AGR	158	Farm & Home Construction II	3(2-3)
AGR	162	Farm Marketing	1(1-0)
			8(7-3)

		9th Quarter	Credits
AGR	144	Opportunities in Agriculture Business	1(1-0)
AGR	133	Agricultural Plumbing	3(2-3)
AGR	110	Animal Science	2(2-0)
AGR	117	Grain Crops & Animal Feed	2(2-0)
			8(7-3)

		10th Quarter	Credits
AGR	141	Surveying	3(2-3)

		11th Quarter	Credits
AGR	137	Home Appliance Repair	3(2-3)
AGR	143	New Sources of Farm Income	2(2-0)
AGR	163	Seed Production	2(2-0)
AGR	164	Community Leadership	1(1-0)
			8(7-3)

		12th Quarter	Credits
AGR	171	Farm Insurance	2(2-0)
AGR	172	Outdoor Recreation	1(1-0)
AGR	173	Forest Farm Management	2(2-0)
AGR	174	Botany	3(2-3)
			8(7-3)

Upon the completion of the Diploma Program the student may elect to continue his education in pursuit of an Associate in Applied Science degree. Those additional courses required for this degree are:

RDG	101*	College Reading	3(3-0)
ENG	101*	Freshman English	3(3-0)
ENG	211	Public Speaking	5(5-0)
		Business Elective	3(3-0)
		Social Science Electives or Humanities	8(8-0)
			22(22-0)

Total Credit Hours Required: 105

*The student may be required to take prerequisite developmental courses: ENG 91, RDG 91, MAT 91

NINE MONTH EXTENSION

Program Objectives

1. To increase efficiency in farming through a better understanding of the latest developments in agricultural technology.
2. To encourage continued education on the part of individuals engaged in farming as their principal occupation.
3. To provide the veteran farmer with more than a basic understanding of all phases of farm operations and improve his kill as a farm manager.

		13th Quarter	Credits
AGR	225	Structural Design of Farm Buildings	3(3-0)
AGR	226	Livestock Disease Control	3(3-0)
AGR	227	Breeding of Farm Animals	2(2-0)
AGR	228	Economic Organization of Agriculture	2(2-0)
			10(10-0)

		14th Quarter	Credits
AGR	229	Vegetable Harvesting and Grading	2(2-0)
AGR	230	Food Processing and Storage	3(3-0)
AGR	231	Swine Management & Production	3(3-0)
AGR	232	Farm Safety	2(2-0)
			10(10-0)

		15th Quarter	Credits
AGR	233	Farm Labor Management	2(2-0)
AGR	234	Farm Estate and Business Planning	3(3-0)
AGR	235	Chemical Control of Weeds	2(2-0)
AGR	236	Agricultural Communications	3(3-0)
			10(10-0)

College Transfer Programs

REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

An Associate in Arts degree may be pursued in the following areas of concentration; Liberal Arts, Agriculture, Business Education, Teaching Elementary, Teaching Secondary.

ORIENTATION - 1 Qtr. Hr.
ORI 100 or ORI 101 (Required)

ENGLISH - 9 Qtr. Hrs.
ENG 101, ENG 102, ENG 103

READING - 3 Qtr. Hrs.
RDG 101

HUMANITIES AND FINE ARTS - 18 Qtr. Hrs.

Humanities — 12 Qtr. Hrs. selected from the following:
ENG 201, ENG 202, ENG 203, ENG 205, ENG 206, ENG 207, ENG 231, ENG 232, ENG 233, ENG 241
FRE 101, FRE 102, FRE 103, FRE 201, FRE 202, **FRE 203, FRE 211, FRE 212, FRE 213**
HUM 201, HUM 202, HUM 204, HUM 205, HUM 206, HUM 207
PHI 201, PHI 205
REL 201, REL 202, REL 203
SPA 101, SPA 102, SPA 103, SPA 201, SPA, 202, SPA 203, SPA 211, SPA 212, SPA 213

Fine Arts — 6 Qtr. Hrs. selected from the following:
ART 105, ART 110, ART 111, ART 112, ART 121, ART 131, ART 141, ART 201, ART 202, ART 203, ART 204, ART 210
DAN 101, DAN 121, DAN 131
DRA 101
MUS 101, MUS 102, MUS 103, MUS 104, MUS 105, MUS 154, MUS 164, MUS 174, MUS 201, MUS 202, MUS 203, MUS 204

MATHEMATICS - 9 Qtr. Hrs. selected from the following:
MAT 101, MAT 102, MAT 103, MAT 110, MAT 112*, MAT 113, MAT 170*, MAT 171, MAT 172, MAT 150, MAT 180, MAT 181, MAT 191, MAT 250, MAT 251, MAT 252
*These courses are corequisite

SCIENCE - 12 Qtr. Hrs. selected from the following:
BIO 101, BIO 102, BIO 103
CHM 101, CHM 102, CHM 103
PHS 101, PHS 102, PHS 103
PHY 201, PHY 202, PHY 203

SOCIAL SCIENCE - 15 Qtr. Hrs.

History — 9 Qtr. Hrs.
Selected from the following:
HIS 101, HIS 102, HIS 103,
or
HIS 201, HIS 202, HIS 203

Social Science — 6 Qtr. Hrs. selected from the following:
ANT 120, ANT 125, ANT 132
BUS 221, BUS 222
HIS 210, HIS 211, HIS 212, HIS 214
POL 201, POL 202
PSY 201, PSY 202, PSY 203, PSY 205, PSY 225
SOC 201, SOC 202, SOC 225

PHYSICAL EDUCATION - PED 101 Required & 1 Qtr. Hr. selected from 100-level PED courses.

ELECTIVE 26 Qtr. Hrs.

It is recommended that elective hours be taken in the liberal arts area and/or cognate areas to the student's major area of concentration.

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN ARTS DEGREE: 96 Quarter Hours.

REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

An Associate in Science degree may be pursued in the following areas of concentration — Pre-Engineering, Mathematics, Science.

ORIENTATION — 1 Qtr. Hr.
ORI 100 or ORI 101 (Required)

ENGLISH — 9 Qtr. Hrs.
ENG 101, ENG 102, ENG 103

READING — 3 Qtr. Hrs.
RDG 101

HUMANITIES AND FINE ARTS — 6 Qtr. Hrs. selected from the following:
HUM 201, HUM 202
or
ART 201, ART 202, ART 203
ENG 201, ENG 202, ENG 203
ENG 205, ENG 206, ENG 207
ENG 231, ENG 232, ENG 233, ENG 241
MUS 105
PHI 201

MATHEMATICS — 20 Qtr. Hrs. selected from the following:
MAT 112*, MAT 113
MAT 150, MAT 170*
MAT 250, MAT 251, MAT 252
*These courses are corequisite.

SCIENCE — 24 Qtr. Hrs. selected from the following:

BIO 101, BIO 102, BIO 103	BIO 201
BIO 211, BIO 212, BIO 213	BIO 202
BIO 240, BIO 241	BIO 203

CHM 101, CHM 102, CHM 103, CHM 203
PHY 201, PHY 202, PHY 203

SOCIAL SCIENCE — 9 Qtr. Hrs. selected from the following:
HIS 101, HIS 102, HIS 103
or
HIS 201, HIS 202, HIS 203

PHYSICAL EDUCATION — 3 Qtr. Hrs. selected from 100-level PED courses. PED 101 required.

ELECTIVES — 21 Qtr. Hrs.

It is recommended that elective hours be taken in the liberal arts area and/or cognate areas to the student's major area of concentration.

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN SCIENCE DEGREE: 96 Quarter Hours.

REQUIREMENTS FOR THE ASSOCIATE IN FINE ARTS DEGREE

An Associate in Fine Arts degree may be pursued in the following areas of concentration: Art, Music.

ORIENTATION - 1 Qtr. Hr.
ORI 100 or 101 (Required)

ENGLISH - 9 Qtr. Hrs.
ENG 101, ENG 102, ENG 103

READING - 3 Qtr. Hrs.
RDG 101

HUMANITIES - 13 Qtr. Hrs. selected from the following:
HUM 201, HUM 202 or 10 Qtr. Hrs.
ART 201, ART 202, ART 203
ENG 201, ENG 202, ENG 203, ENG 231, ENG 232, ENG 233
MUS 105
PHI 201

SCIENCE AND/OR MATHEMATICS - 7 Qtr. Hrs. selected from the following:

Science
BIO 101, BIO 102, BIO 103
CHM 101, CHM 102, CHM 103
PHS 101, PHS 102, PHS 103

Mathematics
MAT 101, MAT 102, MAT 103, MAT 110, MAT 112*, MAT 113, MAT 170*, MAT 180, MAT 181

*These courses are corequisite.

SOCIAL SCIENCE — 9 Qtr. Hrs.
Selected from the following:
HIS 101, HIS 102, HIS 103 or HIS 201, HIS 202, HIS 203

PHYSICAL EDUCATION — 3 Qtr. Hrs.
PED 101 required and 1 qtr. hr. selected from 100 level PED courses.

Electives - 3 Qtr. Hrs.

It is recommended that electives be taken in the liberal arts area and/or cognate areas to the student's major area of concentra.

PROFESSIONAL PROGRAM COURSES — 48 Qtr. Hrs.

Forty-eight quarter hours selected from courses available in the student's major area of concentration and selected to meet the needs of the student. (Requirements for the art and music programs differ. Course planning is essential to determine which courses are necessary to complete either program. Students must consult their advisor before undertaking any professional program course.)

TOTAL CREDIT HOURS FOR AN ASSOCIATE IN FINE ARTS DEGREE: 96 Quarter Hours

CAMPUS MAP



A- Administration, Library
B- Technical
C- Science
D- Auditorium, Performing Arts
D2- Art, Pottery
G- Learning Center, Gym, Student Lounge
M- Multi-purpose
N- Nursing, Bookstore
Trailers- Counseling, Admissions,
Personnel Office, Nursing,
Physical Education

"An Equal Employment Opportunity/Affirmative Action Employer"



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